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1 Company details	
Company number	0 8 6 5 8 5 1 6
Company name in full	Moda Furnishings Ltd
2 Administrator's name	
Full forename(s)	Samuel James
Surname	Woodward
3 Administrator's address	
Building name/number	Ernst & Young LLP
Street	2 St Peter's Square
Post town	Manchester
County/Region	
Postcode	M 2 3 E Y
Country	
4 Administrator's name ¹	
Full forename(s)	Timothy Graham
Surname	Vance
5 Administrator's address ²	
Building name/number	Ernst & Young LLP
Street	1 Bridgewater Place Water Lane
Post town	Leeds
County/Region	
Postcode	L S 1 1 5 Q R
Country	

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

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

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 1	^d 4	^m 0	^m 7	^y 2	^y 0	^y 2	^y 3
To date	^d 1	^d 3	^m 0	^m 1	^y 2	^y 0	^y 2	^y 4

7 Progress report

I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date

^d 0	^d 6	^m 0	^m 2	^y 2	^y 0	^y 2	^y 4
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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 **Ayse Hassan**

Company name **Ernst & Young LLP**

Address **2 St Peter's Square**

Post town **Manchester**

County/Region

Postcode **M 2 3 E Y**

Country

DX

Telephone

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.

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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

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This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

TO ALL KNOWN CREDITORS & MEMBERS

06 February 2024

Ref: SW/HO/AH/MODA01
Email: MFLcommunications@uk.ey.com

Dear Sir/Madam

Moda Furnishings LTD (in Administration) (“the Company”)

I write further to the Company entering administration on 14 July 2023 (the “Date of Appointment”), with T G Vance and I appointed to act as joint administrators (the “Joint Administrators”). The appointment was made by the directors of the Company under the provisions of paragraph 22 of Schedule B1 to the Insolvency Act 1986.

I write, in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016, to provide creditors with a report on the progress of the administration. This report covers the period from 14 July 2023 to 13 January 2024 (the “Period”) and should be read in conjunction with the Joint Administrators’ Statement of Proposals (the “Proposals”) delivered to creditors on 28 July 2023.

Statutory information about the Company, the administration and the office holders, is detailed in Appendix A.

Approval of the Proposals

As detailed in the Proposals, the Joint Administrators are currently of the opinion that the Company has insufficient property to enable a distribution to be made to unsecured creditors, including by virtue of a prescribed part distribution. Consequently, in accordance with the provisions of paragraph 52(1)(b) of Schedule B1 to the Insolvency Act 1986, a decision of the creditors on the approval of the Proposals was not sought.

As no request for a decision procedure was received from creditors, the Proposals were deemed to be approved on 9 August 2023.

Receipts and Payments in the Period

Detail with regard to specific receipts and payments received and incurred during the Period is attached at Appendix B. Please note that these accounts do not reflect future estimated realisations or costs, including the Joint Administrators’ remuneration and disbursements.

Receipts

'Pre-pack' sale of the business and assets

On 14 July 2023, the Joint Administrators completed a sale of the business and certain assets of the Company to Giomani Designs Limited ("the Purchaser") for a total consideration of £1.65m.

A detailed explanation of the transaction was sent to creditors on 20 July 2023 in accordance with SIP16.

License to Occupy ("LTO") rental income

As previously reported in the Proposals and as discussed further below, the Purchaser was granted a LTO in respect of the Company's seven leasehold trading properties. In accordance with the terms of the LTO, rent (plus service charge and insurance if applicable) is payable by the Purchaser (calculated on a daily rent rate under the terms of each lease).

During the Period amounts totalling £572k have been paid by the Purchaser.

Trade Debtors

The Company's debtor ledger was excluded from the 'Pre-pack' sale. The Statement of Affairs of the Company indicated a total book value of £50k in relation to trade debtors, with an estimated to realise value of £46k.

Shortly after our appointment £26k was paid into the Company's bank account held with Secure Trust Bank Plc ("STB") (as reported in the Proposals). This was used to reduce the STB's outstanding indebtedness and as such is no longer shown in the receipts and payments account. The receipts and payments account has been restated for the Period as shown in the notes section of Appendix B.

We have written to the remaining debtors, however, the Joint Administrators do not anticipate any further material realisations from this source.

Cash at bank on appointment

The Company held a bank account with the National Westminster Bank Plc ("NatWest") and shortly following our appointment we received the credit balance on the account in the sum of £14k.

Further cash amounts were collected from head office and the showrooms totalling £7k.

Bank Interest

Bank interest of £14k in total was received in respect of funds held in the administration bank accounts for the Company during the Period.

Prepayments

The Statement of Affairs of the Company indicated a total book value of £928k prepaid services, with an estimated to realise value of nil. We have written to the 45 entities concerned and currently, we have received responses from eight entities, resulting in a repayment of £1k. We do not anticipate any further material realisations in this regard.

Business rates refunds

During the Period £550 has been received in relation to pre-paid business rates for one of the Company's trading locations. We do not anticipate any further realisations in this regard.

Payments

Secured creditor distribution

During the Period a distribution of £1.0m has been paid to the first ranking secured creditor STB as discussed further below.

LTO rental expenditure

As discussed above, £572k was received from the Purchaser under the LTO.

During the Period £495k has been paid in respect of rent and other costs under the LTO. The balance of the amounts collected in the Period will be paid to the respective landlords outside of this Period upon receipt of invoices.

Contribution to employee costs

As part of the 'Pre-pack' sale of the business and assets, the Joint Administrators agreed to pay a contribution towards the employee TUPE costs of £50k to the Purchaser. This was paid on completion of the sale of business and assets from floating charge asset realisations.

Statutory Advertising

During the Period £94 has been paid to Courts Advertising Ltd in respect of statutory advertising of the appointment of administrators.

Summary of Progress during the Period

Detailed below are the principal workstreams progressed during the Period.

Debtors - V12 Retail Finance ("V12")

The sale agreement excluded all debtors.

The Company's debtor ledger included amounts due from V12, the Company's interest free finance provider, relating to unfulfilled orders at the Date of Appointment. As a part of the sales agreement, in consideration of STB releasing its fixed charge over stock, it was agreed that the Purchaser would

endeavour to fulfil these orders to facilitate recovery of the outstanding V12 debtor balances. The Purchaser will charge a commission for facilitating collection of these debtor balances.

During the Period, V12 have paid £164k to STB in relation to orders fulfilled since the date of the administration. Of this amount £78k will be transferred to the Purchaser as commission. As such, this has reduced STB's indebtedness by £86k.

LTO

The Company traded from seven leasehold properties ("the Properties"). As previously reported a LTO was granted to the Purchaser for the period 14 July 2023 to 13 April 2024.

During the Period, the Purchaser terminated the LTO on four of the Properties and one short term tenancy agreement came to an automatic end. All rent, service charge and insurance (if applicable) has been paid over to the respective landlords for the LTO period. The Joint Administrators have requested a surrender of the Company's leasehold interest in the four Properties, however the respective landlords have declined to accept a surrender at this time.

The LTO remains in place at two of the Properties and we understand that the Purchaser is seeking an assignment of these leases. We will provide a further update in our next report.

HMRC claim position

As previously reported in the Proposals, prior to appointment the Company submitted a claim to HM Revenue & Customs ("HMRC") to offset FY22 losses against FY21 tax paid, which remained outstanding on appointment.

During the Period, EY's Tax team have submitted the FY23 tax return on behalf of the Company and also a Terminal Loss Relief claim to reclaim tax paid in the three years prior to the Administration.

Both claims will be subject to offset by HMRC of their pre-appointment debt.

We are awaiting an update from HMRC on the status of the claims and will provide an update on whether there are any anticipated asset realisations from this claim in our next report to creditors.

Corporation Tax

Obligations in relation to the submission of corporation tax returns continue in an administration and with assistance from EY's Tax team, a tax return for the 'day one' period relating to pre-pack sale has been prepared and submitted to HMRC. Tax returns for subsequent tax periods will be prepared and submitted to HMRC when they are due.

Historical business rates review

The Joint Administrators instructed agents Dunlop Heywood to carry out an assessment of the Company's historical ratable value on the Company's properties. The instruction was on a contingent fee basis but unfortunately has not resulted in any asset realisations. No further work will be carried out in this regard.

VAT

The Joint Administrators sent notice of their appointment in the prescribed Form VAT769 shortly following appointment.

The Joint Administrators will seek to recover any input tax (and pay over any output tax if necessary) during the process of the administration.

Investigations

The Joint Administrators have undertaken an investigation into the Company's affairs prior to our appointment pursuant to Statement of Insolvency Practice 2 (Investigations by Office Holders) and the Company Directors Disqualification Act 1986, with the necessary confidential returns made to the Insolvency Service on 20 March 2023. No investigations are continuing.

Extension of Administration

The administration of the Company will come to an automatic end on 13 July 2024. The administration can be extended by a period up to 12 months with consent of the secured creditors or longer by court if necessary. It is not envisaged at this time that an extension of the administration will be necessary, but this is dependent on the timing and outcome of the claim with HMRC.

The end of the administration

It is proposed that if at the end of the administration the Company has no property which might permit a distribution to its creditors, the Joint Administrators will send a notice to that effect to the Registrar of Companies. On registration of the notice the Joint Administrators' appointment will come to an end. In accordance with the provisions of paragraph 84(6) of Schedule B1 to the Act the Company will be deemed to be dissolved three months after the registration of the notice.

Joint administrators' remuneration

The statutory provisions relating to remuneration are set out in Chapter 4, Part 18 of the Insolvency (England and Wales) Rules 2016. Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Administrators' Fees', a copy of which may be accessed from the web site of the Institute of Chartered Accountants in England and Wales at <https://www.icaew.com/en/technical/insolvency/creditors-guides> or is available in hard copy upon written request to the Joint Administrators.

In certain circumstances, creditors are entitled to request further information about our remuneration or expenses, or to apply to court if they consider the costs to be excessive (Rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016). Further information is provided in 'A Creditors' Guide to Administrators' Fees' referred to above.

As creditors have not requisitioned a decision on the Proposals and a creditors' committee has not been formed, the Joint Administrators have sought approval for their remuneration from the secured creditors STB and Endless LLP ("Endless") (collectively "the Secured Creditors") by written resolutions, which were signed on 12 December 2023 and 20 December 2023 respectively.

The Joint Administrators remuneration has been fixed on the basis of time properly given by them and their staff in dealing with matters arising in the Administration, in accordance with the fee estimate dated 28 July 2023 (“the Fee Estimate”) which was circulated to creditors with the Proposals.

During the Period, the Joint Administrators have incurred time costs of £719k and have drawn remuneration of £200k in line with written fee approval. An analysis of the time spent, and a comparison with the Fee Estimate is attached at Appendix D to this report.

Whilst the total time costs to date do not exceed the Fee Estimate, time costs in certain work categories have exceeded the time costs estimated. We will not draw remuneration in excess of the Fee Estimate without the prior approval of the Secured Creditors.

The categories where we have exceeded the Fee Estimate are detailed below:

Administration & Planning

The work undertaken is required to progress the administration and is a statutory requirement. This includes treasury and accounting functions including; processing receipts and payments in relation to the LTO and reconciliation of the same. The work undertaken in this category has been more extensive than originally estimated.

Creditors

The work undertaken formed a part of the Joint Administrators’ statutory duties. Assistance has been given to creditors with queries relating the amounts due to them from the Company and liaising with credit insurers in some cases. The work undertaken in this category has been more extensive than originally estimated.

Debtors

The work undertaken in relation to V12 debtors has been more extensive than originally estimated.

Enquiries & Investigations

The work undertaken formed a part of the Joint Administrators’ statutory duties. The work involved took more time than originally estimated due to the level of customer/creditor correspondence received.

Immediate Tasks

The work undertaken formed a part of the Administrator’s statutory duties. Completing on appointment statutory duties; notification of the appointment of administrators to various stakeholders; and practical tasks such as, collating information (financial and non financial), putting insurance in place, securing assets, speaking with the Company’s directors and liaising with the Purchaser. The work undertaken in this category has been more extensive than originally estimated.

Job acceptance and Strategy

The work undertaken formed a part of the Administrator’s statutory duties. Planning of the strategy to be undertaken during the administration. Considering exit routes from administration and implementing the most appropriate route. The work undertaken in this category has been more extensive than originally estimated.

Statutory Duties

The work undertaken formed part of the Joint Administrator statutory duties and includes but is not limited to; on appointment statutory duties; ensuring that all documents are appropriately filed in line with the statutory requirements; preparation of documentation for the approval of the Joint Administrators' remuneration and the collection of books and records (physical and digital). The work undertaken in this category has been more extensive than originally estimated.

Joint administrators' statement of expenses incurred

A breakdown of expenses incurred in the Period and to date is included at Appendix C to this report, including a comparison against the estimate of expenses dated 28 July 2023.

During the Period the Joint Administrators have incurred expenses (excluding disbursements and pre-administration costs) totalling £595,881 (largely attributed to the LTO properties) plus applicable VAT.

Pre-administration costs

The payment of unpaid pre-administration costs as an expense of the administration is subject to approval under Rule 3.52, and not part of the Proposals subject to approval under paragraph 53. This means that they must be approved separately from the Proposals.

Specific written approval for the payment of pre-administration costs was received from the Secured Creditors.

A breakdown of the total pre administration costs incurred and amounts paid pre administration (if any) is attached at Appendix C.

Pre-appointment costs incurred by EY

As previously reported in the Proposals, immediately before the insolvency appointment, the proposed Joint Administrators undertook insolvency preparations, incurring additional pre administration fees totalling £79k (plus VAT). Work undertaken in this period can be summarised as follows, it was required to be completed pre-appointment to ensure the transaction could be facilitated and a smooth transition for the pre-pack sale:

- ▶ negotiating and structuring the final offer with the Purchaser, including reviewing and providing comments on the sale agreement, LTO etc;
- ▶ facilitating discussions with the Purchaser to ensure a smooth transition for employees, customers, creditors etc; and
- ▶ undertaking planning for the period immediately post administration in order to deal with all matters effectively.

These pre-appointment costs remain unpaid.

Payments to Other Professionals relating to costs incurred prior to the administration

Name of firm	Service	How contracted to be paid	Amount paid in period (£)
Addleshaw Goddard LLP	Legal advice	Time costs basis	50,000
Total			50,000

Details of these payments are included in the receipts and payments account attached at Appendix B.

The Joint Administrators engaged Crowell & Moring UK LLP (“C&M”) to assist in advising on the validity of specific security. They were chosen on the basis of their experience in similar assignments. C&M will be paid on a time costs basis. No fees have been paid to date.

Distributions to Creditors

Secured Creditors

STB, the principal secured lender to the Company, had total indebtedness as at 14 July 2023 of c.£2.8m (prior to the distribution from the Company’s administrations).

Endless, the Company’s second ranking secured lender, had total indebtedness as at 14 July 2023 of c.£8.5m.

On 21 December 2023, the Joint Administrators authorised a distribution to STB, as the fixed charge secured creditor, in the sum of £1.0m from fixed charge asset realisations.

As discussed further above, STB’s indebtedness has been reduced by; £26k from the trade debtor receipt that was paid into their bank account shortly following the administration; and by £86k paid over from V12.

We estimate that a further distribution will be paid to STB, however it is anticipated that STB and Endless will both suffer a shortfall in their indebtedness.

Preferential Creditors

All the employees of the Company transferred to the Purchaser as a result of the sale, in accordance with Transfer of Undertakings (Protection of Employment) Regulations 2006, therefore there are no employee preferential claims.

We currently estimate a claim from HMRC, as a secondary preferential creditor, totalling c.£1.7m, in respect of claims relating to PAYE, NI and VAT, before off-setting any claim for tax losses. It is anticipated that the Company will have insufficient realisations to enable a distribution to preferential creditors however HMRC’s debt may reduce following the settlement of the tax claims.

Non-preferential Creditors

According to the Director’s Statement of Affairs, it is estimated that total non-preferential claims in the Company will total approximately £5.6m (excluding intercompany creditors).

Current estimates indicate that there will be insufficient floating charge asset realisations to enable a distribution to non-preferential creditors and therefore no work in relation to the adjudication of non-preferential creditor claims has taken place.

Prescribed Part

The Prescribed Part is a proportion of floating charge assets set aside for non-preferential creditors pursuant to section 176A of the Insolvency Act 1986. The Prescribed Part applies to floating charges created on or after 15 September 2003.

The secured creditors' floating charge was created after 15 September 2003. Consequently, section 176A of the Insolvency Act 1986 will apply to this Administration.

However, the Joint Administrators currently estimate, to the best of their current knowledge and belief, that the value of the Company's net property will be £nil and therefore the value of the Prescribed Part will be £nil.

Accordingly, we currently do not expect there will be a distribution to the non-preferential creditors of the Company via a Prescribed Part distribution. However, should additional funds become available to allow a distribution, potentially through the tax claims submitted to HMRC, we will report to creditors in due course.

The Joint Administrators do not intend to make an application to the court under section 176A(5) of the Act for an order not to distribute the Prescribed Part (as we estimate this to be nil).

Remaining work

The Joint Administrators will continue to deal with the administration of the Company in line with the objectives of the Proposals, namely to achieve a better result for the Company's creditors as a whole than would be likely if the Company was wound up (without first being in administration).

Further tasks will include, but may not be limited to, the following:

- ▶ working with V12 in order to realise the remaining V12 debtor balance;
- ▶ ensuring that any obligations of the Company / Joint Administrators in the sale and purchase agreement with the Purchaser are satisfied;
- ▶ dealing with property matters, including the Purchaser's obligations under the LTO;
- ▶ dealing with statutory reporting and compliance obligations;
- ▶ distributing amounts due to the secured creditor;
- ▶ dealing with non-preferential creditor enquiries;
- ▶ reviewing the Company's tax affairs and dealing with corporation tax, VAT and other tax matters which includes filing statutory returns;
- ▶ finalising the administration, including the payment of all administration liabilities; and

- ▶ any other actions required to be undertaken by the Joint Administrators in order to fulfil the purpose of the administration.

Next report

We will report to you again at the conclusion of the administration or in six months' time, whichever is the sooner.

Yours faithfully
for the Company



S J Woodward
Joint Administrator

- Appendix A Statutory information
- Appendix B Joint Administrators' receipts and payments account for the Period
- Appendix C Summary of Joint Administrators' expenses incurred in the Period
- Appendix D Summary of the Joint Administrators' time costs incurred in the Period

Samuel James Woodward is licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales and Timothy Vance is licensed in the United Kingdom to act as an insolvency practitioner by The Institute of Chartered Accountants of Scotland.

The affairs, business and property of the Company is being managed by the Joint Administrators, Samuel James Woodward and Timothy Vance, who act as agents of the Company only and without personal liability.

The Joint Administrators may act as data controllers of personal data as defined by the UK General Data Protection Regulation (as incorporated in the Data Protection Act 2018), depending upon the specific processing activities undertaken. Ernst & Young LLP and/or the Company may act as a data processor on the instructions of the Joint Administrators. Personal data will be kept secure and processed only for matters relating to the Joint Administrator's appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy.

Appendix A

Information about the proceedings, the company and the office holders, as required by Rule 18.3(1) of the Insolvency (England and Wales) Rules 2016

Name of court:	In the High Court of Justice Business and Property Courts in Manchester Insolvency and Companies List (ChD)
Court reference:	CR2023 MAN 000891
Registered name of the company:	Moda Furnishings LTD
Registered office address of the company:	Ernst & Young LLP 2 St. Peters Square, Manchester, M2 3EY Formerly: Riverpark Trading Estate, Riverpark Road, Manchester, M40 2XP
Registered number:	08658516
Country of incorporation (for a company incorporated outside the United Kingdom):	N/A
Date of appointment of the joint administrators:	14 July 2023
Details of any changes of administrator:	None
Full names of the administrators:	Samuel James Woodward Timothy Graham Vance
Office holder number(s):	12030 and 26710
Administrators' address(es):	Ernst & Young LLP, 2 St. Peter's Square, Manchester, M2 3EY Ernst & Young LLP 1 Bridgewater Place, Water Lane, Leeds, LS11 5QR
Telephone number:	+44 161 333 3294
Name of alternative person to contact with enquiries about the case:	Ayse Hassan

Appendix C

Summary of Joint Administrators' expenses incurred in the Period and a comparison to the initial Fee Estimate dated 28 July 2023

Type of Expense	Per Fee Estimate (£)	Paid in Period (£)	Estimated Future (£)
Payments made from the estate which are not disbursements (Note 1)			
Rent and other property costs	1,084,858.00	495,447.59	589,410.41
Contribution towards employee costs	50,000.00	50,000.00	-
Legal fees	5,000.00	-	5,000.00
Insurance	3,000.00	-	3,000.00
Corporation tax	500.00	-	500.00
Bank charges	500.00	45.60	454.40
Statutory costs	250.00	94.00	156.00
	1,144,108.00	545,587.19	598,520.81
Category 1 disbursements (Note 2)			
Specific penalty bond	210.00	210.00	-
	210.00	210.00	-
Category 2 disbursements (Note 2)			
Internal bulk copying, printing and postage	6,250.00	0.47	6,249.53
Mileage	500.00	83.52	416.48
	6,750.00	83.99	6,666.01
Pre-administration costs unpaid as at date of administration			
Pre-administration EY costs	71,779.50	-	71,779.50
Pre-administration legal costs - Addleshaw Goddard LLP	67,256.45	50,000.00	17,256.45
Pre-administration legal costs - DLA Piper LLP	11,953.50	-	11,953.50
Total	1,302,057.45	595,881.18	706,176.27

Notes

- 1 Statement of Insolvency Practice No.9 defines expenses as any payments from the insolvency estate which are neither an office holder's remuneration or a distribution to a creditor or member.
- 2 Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do require prior approval (Category 2):
 - Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder.
 - Category 2 expenses are payments to associates or which have an element of shared costs.
- 3 Expenses also include disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Disbursements fall into either Category 1 or Category 2.

Appendix D

Summary of Joint Administrators' time costs incurred in the Period and a comparison with the Fee Estimate dated 28 July 2023

Moda Furnishings Limited

	Per Fee Estimate			Actual in this report period			Total actual to date		
	Total hours	Total costs (£)	Average rate (£)	Total hours	Total costs (£)	Average rate (£)	Total hours	Total costs (£)	Average rate (£)
Administration & Planning	108.0	74,522	690	282.0	147,363	523	282.0	147,363	523
Creditors	66.8	51,838	776	73.2	45,913	627	73.2	45,913	627
Customers	140.3	88,217	629	69.5	32,230	464	69.5	32,230	464
Debtors	41.9	35,729	853	83.3	67,500	810	83.3	67,500	810
Employees	15.5	16,794	1,083	10.4	9,798	942	10.4	9,798	942
Enquiries & Investigations	47.4	30,845	651	86.1	40,359	469	86.1	40,359	469
Immediate Tasks	9.7	8,138	839	64.5	31,915	495	64.5	31,915	495
Job Acceptance & Strategy	1.5	2,157	1,438	2.0	2,820	1,410	2.0	2,820	1,410
Legal Issues	12.6	12,702	1,008	-	-	-	-	-	-
Other Assets	65.3	49,011	751	44.5	29,988	674	44.5	29,988	674
Other Matters	57.9	44,109	762	36.0	17,918	498	36.0	17,918	498
Property	61.1	43,719	716	71.5	41,834	585	71.5	41,834	585
Retention of Title	16.8	8,899	530	-	-	-	-	-	-
Reporting	149.5	107,727	721	119.3	95,220	798	119.3	95,220	798
Statutory Duties	109.0	72,698	667	138.5	86,428	624	138.5	86,428	624
VAT & Taxation	110.8	84,866	766	116.9	69,449	594	116.9	69,449	594
Total	1,014.1	731,971	722	1,197.7	718,732	600	1,197.7	718,732	600

Statement of Work Completed in the Period

Outlined in the table below is supporting narrative explanation as to the work undertaken during the Period. This information is detailed on a category by category basis, aligned to the reporting of time costs in the tables on the preceding pages of this appendix.

Details of workstreams are presented below. This supporting information should be read in conjunction with all sections of this report.

Category of work	Description of work completed in the Period
Administration & Planning	<ul style="list-style-type: none"> ▶ Case management of statutory tasks and compliance. This has included ensuring statutory compliance diaries are completed to reflect work done on the appropriate date. ▶ Treasury and accounting functions including: processing payments for services appropriately; processing receipts from asset realisations appropriately; ensuring bank accounts have been reconciled regularly; and, ensuring LTO receipts and payments are reconciled regularly. ▶ Time cost reports have been produced for ongoing monitoring and for the purposes of the progress report.
Creditors	<ul style="list-style-type: none"> ▶ Gather information from the Company on all known Creditors and send notice of the administration. ▶ Continued correspondence with creditors has progressed through the Period, including responding to various queries, updates on claim status and general interest in process. ▶ Assisting HP and asset finance creditors with the recovery of their assets.
Customers	<ul style="list-style-type: none"> ▶ Extensive customer communications were prepared in order to assist customers with their claims. ▶ Dealing with customer queries via email, phone and letter. ▶ Monitoring and management of dedicated email enquiry addresses established to allow customers to contact the Joint Administrators.
Debtors	<ul style="list-style-type: none"> ▶ Ongoing monitoring of V12 order fulfilment, debtor collection and reconciliation of funds.
Employee Matters	<ul style="list-style-type: none"> ▶ Dealing with ad hoc queries in relation to TUPE transfer. ▶ Tasks associated with the Company's pension scheme.
Enquiries and Investigation	<ul style="list-style-type: none"> ▶ Investigations into the Company's affairs in accordance with the Statement of Insolvency Practice 2 "Investigations by Office Holders". ▶ Preparing the Joint Administrator's report on the conduct of the directors under the Company Directors Disqualification Act 1986.

Category of work	Description of work completed in the Period
Job Acceptance & Strategy	<ul style="list-style-type: none"> ▶ Planning of the strategy to be taken during the administration based on the best outcome for creditors. ▶ Considering exit routes from administration and implementing the most appropriate route.
Immediate Tasks	<ul style="list-style-type: none"> ▶ Completing on appointment statutory duties; notification of the appointment of administrators to various stakeholders; and practical tasks such as, collating information (financial and non financial), putting insurance in place, securing assets, speaking with the Company's directors and liaising with the Purchaser.
Other Assets	<ul style="list-style-type: none"> ▶ Dealing with other assets outside of the SPA (other debtors and pre-payments).
Other Matters	<ul style="list-style-type: none"> ▶ Updating and reconciling Joint Administrators' estimated outcome statement. Monitoring strategy and case progression.
Property	<ul style="list-style-type: none"> ▶ LTO management; invoicing rent, paying rent to landlord and reconciling the LTO account. ▶ Correspondence with landlord/agents regarding the LTO. ▶ Dealing with LTO termination on various Properties and liaising with the landlord/agents/Purchaser in this regard.
Reporting	<ul style="list-style-type: none"> ▶ SIP16 notice to all known creditors. ▶ Preparation and circulation of Proposals to all known creditors and filing at Companies House. ▶ Filing the Statement of Affairs from the Directors at Companies House. ▶ Preparation and filing of notice of deemed approval of Proposals. ▶ Documenting the statutory objective of the administration and Proposals. ▶ In addition, time has been incurred reporting to the secured creditors.
Statutory Duties	<ul style="list-style-type: none"> ▶ On appointment statutory duties; ensuring that all documents are appropriately filed in line with the statutory requirements. ▶ Issuing the Director's Questionnaire to all Directors of the Company (current and 3 years preceding). ▶ Issuing a notice to directors requesting the submission of a Statement of Affairs. ▶ Securing assets outside of the SPA. ▶ Collection of books and records (physical and digital). ▶ Preparation of documentation for the approval of the Joint Administrators' remuneration.
VAT & Taxation	<ul style="list-style-type: none"> ▶ Statutory notices to HM Revenue & Customs. ▶ Assessment of the VAT and tax treatment of asset sale (pre-pack) and liaising with EY's tax team on this. ▶ Preparation and submission of necessary VAT and Tax returns in the Period.