
Joint liquidators' progress report
from 25 August 2018 to 24 August
2019

Excel (Portam) Limited
(in creditors' voluntary liquidation)

17 October 2019

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Abbreviations and definitions

The following table shows the abbreviations and insolvency terms that may be used in this report:

Abbreviation or definition	Meaning
Company/Excel	Excel (Portam) Limited
CVL	Creditors' voluntary liquidation
Clydesdale	Clydesdale Bank Plc
Ductwork	Spiralite Ductwork Solutions Limited
EBT	Employee Benefit Trust
firm/PwC	PricewaterhouseCoopers LLP
Group	Spiralite Holdings Limited, Specialist Insulation Limited, Spiralite Ductwork Solutions Limited and Excel (Portam) Limited
HMRC	HM Revenue & Customs
IR16	Insolvency (England and Wales) Rules 2016
IA86	Insolvency Act 1986
Liquidators/we/us/our	Zelf Hussain and David Robert Baxendale
Naismiths	Naismiths Limited
Octopus	Octopus Administrative Services Limited
preferential creditors	Generally, claims for unpaid wages earned in the four months before the insolvency up to £800, holiday pay and unpaid pension contributions in certain circumstances
Pythagoras	Pythagoras Capital Limited
prescribed part	The amount set aside for unsecured creditors from floating charge funds in accordance with Section 176A IA86 and the Insolvency Act 1986 (Prescribed Part) Order 2003
secured creditors	Creditors with security in respect of their debt, in accordance with Section 248 IA86
SHL	Spiralite Holdings Limited
SIL	Specialist Insulation Limited
unsecured creditors	Creditors who are neither secured nor preferential

Key messages

Why we've sent you this report

We're writing to update you on the progress of the liquidation of the Company in the 12 months since our last report dated 11 October 2018.

How much creditors may receive

The following table summarises the possible outcome for creditors*, based on what we currently know.

Class of creditor	Previous Estimate (p in £)	Current estimate (p in £)
Secured creditors	N/a	N/a
Preferential creditors	100	100
Unsecured creditors	0.2-0.3	1.25

**Please note this guidance on dividends is only an indication and should not be used as the main basis of any bad debt provision or debt trading.*

What you need to do

We've previously asked for outstanding claims from unsecured creditors so that when we are in a position to do so, we can begin to agree them for dividend purposes.

If you haven't already done so, please send your claim to us as soon as possible. You can get a claim form by telephoning James Crowther on 0113 289 4076.

We may decide that some or all creditors who are owed £1,000 or less by the Company won't be required to submit a proof of debt in order to receive the anticipated dividend payment.

A creditor who we decide is not required to submit a proof of debt will be notified when we deliver notice of our intention to pay a dividend of the amount we'll treat as their admitted debt for the purpose of the dividend, unless the creditor advises us that the amount is incorrect (in which case a proof of debt will be required) or not owed.

Please note that should you wish to vote in relation to any decision procedure during the liquidation or object to a decision sought by deemed consent, you'll need to submit a proof of debt, even if one is not required for dividend purposes.

We will write separately to former employees of the Company to agree their claims.

If you have already submitted a claim, then this report is for your information and you don't need to do anything.

Overview of work performed in the previous period

This is our second progress report. You may wish to read this report in conjunction with our previous report. You can get a copy of our previous report by telephoning James Crowther on 0113 289 4076.

As explained in our previous report, we have:

- Issued statutory notifications confirming our appointment;
- Corresponded with the Company's creditors following our appointment;
- Completed a sale of the Company's vehicles;
- Completed a sale of the Company's plant and machinery;
- Collected contract book debts;
- Dealt with the Company's Employee Benefit Trust;
- Agreed the basis of the liquidator's remuneration with the Company's creditors;
- Dealt with the Company's post appointment tax and VAT affairs;
- Dealt with pre appointment insurance claims;
- Offered surrender of the lease of the Company's trading property back to the landlord, which was subsequently accepted;
- Dealt with Retention of Title claims;
- Dealt with numerous queries from unsecured creditors in relation to the Company, the reasons behind the Company's insolvency and transactions involving the Company and its directors; and
- Discharged our duties under the Company Directors' Disqualification Act 1986 and Statement of Insolvency Practice No.2.

When we last reported, the key outstanding matters in the liquidation were as follows:

- Finalise the position in relation to contract debtor collections;
- Finalise the EBT matter;
- Distribute funds available to preferential creditors;
- Review and adjudicate upon unsecured creditor claims and distribute funds to unsecured creditors accordingly;
- Finalise the Company's VAT and Tax position prior to closure of the liquidation;
- Draw our final fees; and
- Deal with closure matters including drafting and issuing the final report, closure of our internal systems, obtaining clearances from third parties and removal of the Liquidators' bond.

We remain in office mainly because we need to finalise the collection of the Company's contract book debts and distribute available funds to unsecured creditors.

Outcome for creditors

Secured creditors

The Company does not have any secured creditors.

Clydesdale Bank Plc held a floating charge against the Company, however this debt was discharged by SHL following the sale of that company's intellectual property, immediately following the appointment of the administrators. There was no direct secured lending to the Company.

Preferential creditors (mainly employees)

In their statement of affairs, the directors thought that preferential claims would total around £89,200. Actual received claims totalled £38,717.33. We paid preferential creditors in full on 21 January 2019. There remain a number of uncashed dividend cheques and these will be paid into the Insolvency Services' Unclaimed Dividend Account in due course.

Unsecured creditors

Dividends become available for unsecured creditors when there are sufficient funds (after costs of the liquidation) to pay the secured and preferential creditors in full, with an amount left over. In certain circumstances, part of the amount available for secured creditors may be ring-fenced for the benefit of unsecured creditors. This prescribed part is paid out of 'net property', which is floating charge realisations after costs, and after paying - or setting aside enough to pay - preferential creditors in full. But it only has to be made available where the floating charge was created on or after 15 September 2003.

The amount of the prescribed part is:

- 50% of net property up to £10,000;
- 20% of net property above £10,000; and
- Subject to a maximum of £600,000.

The prescribed part provisions apply in this case as there is a floating charge created after 15 September 2003, however there is no longer any debt due to Clydesdale as this was paid in full by SHL. Therefore all funds remaining after the payment of costs, expenses and preferential creditors will be available for unsecured creditors.

At the moment we think available funds could be about £100,000, which means the dividend rate will be in the region of 1.25 pence in the pound. This estimate depends on future realisations, liquidation costs and on the final level of claims and is therefore only an indication. You shouldn't use it as the main basis for any bad debt provisions.

We've calculated this on the estimate of the unsecured creditors included in the statement of affairs and claims received to date the latter of which total £5,616,314. £2,832,630 of this has so far been admitted.

We have started adjudicating claims in anticipating a dividend in due course. Details of our claims adjudication can be seen in the table below. Please note the values shown in the table below are those shown in the Company Statement of Affairs and does not reflect the value of claims actually received.

Statement of Affairs Value of received and admitted claims (£)	Statement of Affairs Value of awaited claims (£)	Statement of Affairs Total Value (£)	Claims agreed NIL (£)
1,531,723.63	840,969.99	2,373,088.44	394.82

Progress since we last reported

Realisation of assets

Contract debtor ledger

Since our appointment, we have appointed debt collection agents (Naismiths and Pythagoras) to pursue recovery of debts due on the Company's contracts (the Company had a contract debtor ledger of £2,940,252, with an estimated to realise value in the statement of affairs of £518,000). When we last reported, Naismiths had recovered £58,826 against the contract debts.

You may recall from our previous report that we were reviewing the remaining contract debts and assessing their recoverability (as a number of the contract debtors had advised Naismiths that they had counter claims). Following an update from Naismiths we concluded that a change in agents may be beneficial. As a consequence, we decided to appoint Pythagoras to take over as our debt collection agents.

To date Pythagoras have been successful in recovering amounts due, resulting in further book debt realisations of £105k (before costs) since their appointment. Some of this balance has been received since the end of this reporting period, so isn't shown in the receipts and payments account in appendix A

Pythagoras currently forecast future recoveries in a worst case of £50k and a best case of £200k. However, creditors should note that these figures exclude two substantial debts, to avoid jeopardising ongoing recovery efforts. Further recoveries will be subject to costs of recovery.

Connected party transactions

There have been no connected party transactions during the current period.

Other issues

Employee Benefit Trust

As previously reported, we understand that HMRC may be in contact with the beneficiaries in respect of the benefits received by them. The level of claim by HMRC against the Company may reduce depending on the outcome of those discussions. We are still awaiting confirmation from HMRC as to the final level of their unsecured claim. This will be followed up as part of the work to adjudicate its claim.

Retention of Title claims

There have been no further retention of title matters during the period and none are expected going forward.

Statutory and compliance

Tax matters

There was no tax liability payable to HMRC in the previous period. HMRC has since given tax clearance to the Company and as such, no further tax computations will be submitted.

VAT matters

We have continued to submit VAT returns to HMRC during the period and we will continue to submit VAT returns until book debt realisations from the Company's contracts are concluded.

Change of liquidator

Matthew Boyd Callaghan, one of the previous joint liquidators, has left the firm. To make sure that outstanding issues in the liquidation continue to be pursued, an application was made to Court to remove him and appoint David Robert Baxendale as Liquidator. David Robert Baxendale is licensed in the United Kingdom to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales.

The application was granted and so David Robert Baxendale replaced Matthew Boyd Callaghan as liquidator from 10 May 2019. Matthew Boyd Callaghan was released from all liability in respect of his conduct as liquidator on 1 August 2019, by the Secretary of State.

Investigations and actions

Nothing has come to our attention during the period under review to suggest that we need to do any more work in line with our duties under the Company Directors' Disqualification Act 1986 and Statement of Insolvency Practice No.2.

Our receipts and payments account

We set out in Appendix A an account of our receipts and payments in the liquidation from 25 August 2018 to 24 August 2019.

Our expenses

We set out in Appendix B a statement of the expenses we've incurred to the date covered by this report and an estimate of our future expenses.

Our fees

We set out in Appendix C an update on our fees, disbursements and other related matters.

Creditors' rights

Creditors have the right to ask for more information within 21 days of receiving this report as set out in Rule 18.9 IR16. Any request must be in writing. Creditors can also challenge our fees and expenses within eight weeks of receiving this report as set out in Rule 18.34 IR16. This information can also be found in the guide to fees at:

<https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en>

You can also get a copy free of charge by telephoning James Crowther on 0113 289 4076.

What we still need to do

We still need to carry out the following tasks:

- Finalise the position in relation to contract debtor collections with the support of Pythagoras;
- Finalise the EBT matter;
- Complete the adjudication of unsecured creditor claims and distribute funds to unsecured creditors accordingly;
- Finalise the Company's VAT position prior to closure of the liquidation;
- Draw our final fees (if applicable); and
- Deal with closure matters including drafting and issuing the final report, closure of our internal systems, obtaining clearances from third parties and removal of the Liquidators' bond.

Next report

We expect to send our next report to creditors at the end of the liquidation or in about 12 months, whichever is the sooner.

If you've got any questions, please get in touch with James Crowther on 0113 289 4076.

Yours faithfully



Zelf Hussain
Joint liquidator

Zelf Hussain and David Baxendale have been appointed as joint liquidators of Excel (Portam) Limited. Both are licensed in the United Kingdom to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales. The joint liquidators are bound by the Insolvency Code of Ethics which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>.

The joint liquidators may act as controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a processor on the instructions of the joint liquidators. Personal data will be kept secure and processed only for matters relating to the joint liquidators' appointment. Further details are available in the privacy statement on the PwC.co.uk website or by contacting the joint liquidators.

Appendix A: Receipts and payments

Excel (Portam) Limited

Receipts and payments for the period 25 August 2018 to 24 August 2019

Directors' statement of affairs	Receipts	25 August 2017 to 24 August 2018	25 August 2018 to 24 August 2019	25 August 2017 to 24 August 2019
£		£	£	£
158,000.00	Pre appointment cash at bank	198,326.62	-	198,326.62
-	Vehicles	7,000.00	-	7,000.00
23,829.00	Plant & machinery	8,000.00	-	8,000.00
517,940.00	Book debts	1,264.83	152,567.37	153,832.20
-	Pre appointment insurance refund	1,340.90	-	1,340.90
-	Sundry debts and refunds	57.70	-	57.70
-	Bank interest	70.85	1,291.64	1,362.49
699,769.00		216,060.90	153,859.01	369,919.91
Payments				
-	Agents' fees*	(3,343.75)	-	(3,343.75)
-	Agents' fees - sale of assets	(2,908.91)	-	(2,908.91)
-	Agents' fees - contract debts	-	(60,691.32)	(60,691.32)
-	Legal fees and expenses	(3,000.00)	-	(3,000.00)
-	Storage costs	(167.92)	-	(167.92)
-	Insurance	(974.40)	-	(974.40)
-	Sundry Expenses	-	(1.00)	(1.00)
-	Bank charges	(2.78)	-	(2.78)
-	Preferential Dividend**	-	(48,585.92)	(48,585.92)
-	Liquidators fee - time cost basis	-	(148,365.25)	(148,365.25)
-		(10,397.76)	(257,643.49)	(268,041.25)
	VAT control account	2,037.61	(26,075.37)	(24,037.76)
	Funds available	207,700.75	(129,859.85)	77,840.90
	Uncashed dividend cheques			753.12
	Balance at Bank			78,594.02

Please note all amounts are stated net of VAT.

The funds are held in an interest bearing Barclays account.

*In respect of assistance in dealing with Company's books and records, provision of information to Naismiths, and ROT claims.

** Paid on 21 January 2019 at a rate of 100p in the £

Appendix B: Expenses

The following table provides details of our expenses. Expenses are amounts properly payable by us as Liquidators from the estate and includes our fees, but excludes distributions to creditors. The table should be read in conjunction with the receipts and payments account at Appendix A, which shows expenses actually paid during the period and the total paid to date.

	Brought forward from preceding period	Incurring in the period under review	Cumulative	Estimated future	Anticipated total	Initial estimate	Variance	Notes
	£	£	£	£	£	£	£	
Agents' fees	3,343.75	-	3,343.75	-	3,343.75	250.00	3,093.75	1
Agents' fees - sale of assets	2,908.91	-	2,908.91	-	2,908.91	1,600.00	1,308.91	2
Agents' fees - contract debt related	15,289.00	60,691.32	75,980.32	Uncertain	Uncertain	1,000.00	Uncertain	3
Legal fees and expenses	3,000.00	-	3,000.00	-	3,000.00	3,000.00	0.00	
Liquidator's fees	115,936.00	72,410.00	188,346.00	77,500.00	265,846.00	148,365.25	(117,480.75)	4
Liquidator's disbursements (category 1)	905.01	1,451.29	2,356.30	500.00	2,856.30	-	2,856.30	5
Storage costs	167.92	-	167.92	4,914.35	5,082.27	5,082.27	0.00	
Bank charges	2.78	-	2.78	50.00	52.78	60.00	7.22	
Insurance	974.40	-	974.40	-	974.40	1,000.00	25.60	
Sundry Expenses	-	1.00	1.00	-	1.00	-	(1.00)	
Total	142,527.77	134,553.61	277,081.38	82,964.35	284,065.41	160,357.52	(110,189.97)	

1. The variance between the estimated fee and actual fee was due to extra work we requested from former Company staff.
2. The variance between the estimated fee and the actual fee was due to extra work involved in relation to wiping data from the Company's systems following the sale of assets.
3. This figure cannot be estimated as it is reliant on future contract debt realisations. The initial estimate was provided before we had finalised the fee agreement with Naismiths and Pythagoras.
4. Our final costs have exceed the initial fees estimate. We will be seeking further fee approval from the general body of creditors in due course.
5. An initial estimate relating to our disbursements was omitted from the remuneration report.

Appendix C: Remuneration update

Our fees were approved on a time costs basis by the general body of creditors on 9 October 2017. This approval allows us to draw fees by reference to the time properly given by us and our staff in dealing with the liquidation but only up to £148,365 (unless further approval is obtained).

We have drawn fees of £148,365 in line with the approval given, as shown on the enclosed receipts and payments account.

The time cost charges incurred in the period covered by this report are £72,410, bringing out total time costs for the liquidation to £188,346. This exceeds the initial fees estimate of £148,365 outlined in our remuneration report principally as a consequence of our decision to change book debt collection agents in the pursuit of more funds being available to unsecured creditors. This has necessitated the liquidation being kept open for longer than originally anticipated. It is our intention to seek further approval from creditors to draw fees in addition to the initial fees estimate and we will write to creditors again in due course with our proposal.

We set out later in this Appendix details of our work to date, anticipated future work, disbursements, subcontracted work and payments to associates.

Our hours and average rates

In our previous report, our total time costs were understated by c£11k. This was due to an administrative error resulting in full time costs not showing under the relevant case code. The correct balance can be seen in the brought forward figure in the table below.

Time costs for the period from 25 August 2018 to 24 August 2019

Work Type Group	Partner (Hrs)	Director (Hrs)	Senior Manager (Hrs)	Manager (Hrs)	Senior Associate (Hrs)	Associate (Hrs)	Support (Hrs)	Total for this period (Hrs)	Total Cost for this period (£)	Average Hourly Rate (£)
Accounting & Treasury	-	-	-	0.65	6.95	7.42	0.10	15.12	3,542	234.26
Assets	-	-	0.45	15.75	11.20	4.65	-	32.05	9,980	311.39
Creditors	-	-	3.20	6.95	47.00	4.70	-	61.85	17,792	287.66
Employees & Pensions	-	-	0.80	2.40	28.85	1.95	-	34.00	10,492	308.59
Statutory & Compliance	3.50	0.50	1.05	16.75	36.70	6.50	0.30	65.30	21,479	328.93
Strategy & Planning	0.50	-	0.15	1.25	-	1.00	-	2.90	1,152	397.24
Tax & VAT	-	0.60	2.70	3.40	6.50	3.25	0.25	16.70	7,973	477.43
Total for this period	4.00	1.10	8.35	47.15	137.20	29.47	0.65	227.92	72,410	317.70
Brought forward from previous period	10.50	5.90	21.70	74.20	241.50	42.15	14.05	411.00	115,936	282.08
Grand Total	14.50	7.00	30.05	121.35	378.70	71.62	14.70	638.92	188,346	294.79

Time costs for the period from 25 August 2017 to 24 August 2019

Work Type Group	Partner (Hrs)	Director (Hrs)	Senior Manager (Hrs)	Manager (Hrs)	Senior Associate (Hrs)	Associate (Hrs)	Support (Hrs)	Total for this period (Hrs)	Total Cost (£)	Average Hourly Rate (£)	Initial Estimate (£)	Variance (£)
Accounting & Treasury	-	-	-	1.00	45.20	12.87	1.10	60.17	12,455	207.00	10,858	1,597
Assets	0.50	-	14.35	33.10	45.35	5.25	-	98.55	31,442	319.05	13,995	17,447
Creditors	-	-	3.20	12.35	54.30	4.80	6.40	81.05	21,749	268.34	40,089	(18,340)
Employees & Pensions	-	-	0.80	11.00	63.35	15.85	-	91.00	24,687	271.29	12,443	12,244
Investigations	1.00	-	0.60	8.90	45.45	5.75	-	61.70	14,215	230.39	8,920	5,295
Statutory & Compliance	8.00	0.50	3.25	42.20	77.65	14.40	6.60	152.60	46,394	304.02	23,265	23,129
Strategy & Planning	5.00	-	5.15	5.60	19.30	4.30	0.60	39.95	14,703	368.04	16,427	(1,724)
Tax & VAT	-	6.50	2.70	7.20	28.10	8.40	1.00	53.90	22,701	421.17	18,174	4,527
Closure Procedures	-	-	-	-	-	-	-	-	-	-	4,195	(4,195)
Grand Total	14.50	7.00	30.05	121.35	378.70	71.62	15.70	638.92	188,346	294.79	148,365.25	39,980.75

We have exceeded our initial fees estimate in the following categories:

Assets – This is due to increased costs associated with the collection of the contract debt ledger such as liaising with the quantity surveyors and agreeing a fee basis with them. Work relating to the ROT claims received is also included within this category, two of the claims had a greater degree of complexity and required further investigation work.

Employees and pensions – Further work was needed in relation to the pension scheme's claim to the Redundancy Payments Service

Investigations – In the previous period, our initial estimate was exceeded due to the level of communications with unsecured creditors in relation to the Company, its directors and the reasons behind the Company's insolvency.

Statutory and Compliance / Tax & VAT – Due to the extended period of the liquidation (due to the ongoing collection of remaining contract book debts), we have had to complete more statutory reports, compliance work and VAT returns than first anticipated. Dealing with the EBT issue has taken significantly longer than first anticipated and the matter remains outstanding.

Accounting and Treasury - Due to the extended period of the liquidation, there have been considerably more accounting transactions to deal with. There has also been further bank reconciliations and journals and the prolonged management of the investment of funds has incurred further time costs.

Our time charging policy and hourly rates

We and our team charge our time for the work we need to do in the liquidation. We delegate tasks to suitable grades of staff, taking into account their experience and any specialist knowledge that is needed and we supervise them properly to maximise the cost effectiveness of the work done. Anything complex or important matters of exceptional responsibility are handled by our senior staff or us.

All of our staff who work on the liquidation (including our cashiers, support and secretarial staff) charge time directly to the case and are included in any analysis of time charged. Each grade of staff has an hourly charge out rate which is reviewed from time to time. For the avoidance of doubt, work carried out by our cashiers, support and secretarial staff is charged on a time costs basis and is included in the analysis of hourly rates charged by partners or other staff members. Time is charged in three minute units (i.e. 0.05 units). We don't charge general or overhead costs. We set out below the maximum charge-out rates per hour for the grades of our staff who already or who are likely to work on the liquidation.

Grade	From 1 July 2018 to 30 June 2019 (£)	From 1 July 2019 (£)
Partner	890	910
Director	780	800
Senior manager	590	605
Manager	510	525
Senior associate	425	435
Associate	265	270
Support staff	135	140

We call on colleagues in our Tax, VAT, Real Estate and Pensions departments where we need their expert advice. Their specialist charge-out rates vary but the following are the maximum rates by grade per hour.

Grade	From 1 July 2018 to 30 June 2019 (£)	From 1 July 2019 (£)
Partner	1,520	1,385
Director	1,390	1,275
Senior manager	1,230	1,290
Manager	770	775
Senior Associate / consultant	570	575
Associate / assistant consultant	305	285
Support staff	250	170

In common with many professional firms, our scale rates may rise to cover annual inflationary cost increases.

Payments to associates

In the period covered by this report, there were no payments made to associates of PwC.

Our work in the period

Earlier in this section we have included an analysis of the time spent by the various grades of staff.

Whilst this is not an exhaustive list, in the following table we provide more detail on the key areas of work: -

Area of work	Work undertaken	Why the work was necessary and what, if any, financial benefit the work provided to creditors OR whether it was required by statute
Accounting & treasury	<ul style="list-style-type: none"> Dealing with receipts, payments and journals. Carrying out bank reconciliations and managing investment of funds. Bank account management. 	<ul style="list-style-type: none"> Statutory duty to keep proper records to demonstrate transactions, assets and liabilities.
Assets – Contract debts	<ul style="list-style-type: none"> Review of contract debtor ledger following initial receipt of debtor funds into the liquidation. Finalise contract with Naismiths. Appointed Pythagoras to replace Naismiths as debt collection agents. Agree fee basis with Pythagoras. Regular contact with Pythagoras to monitor progress of debt collections. 	<ul style="list-style-type: none"> Benefit to creditors due to funds recovered to enable distribution.
Creditors	<ul style="list-style-type: none"> Dealing with pension scheme claim in liquidation. Dealing with general creditor correspondence via telephone, email and post. Filing of proofs of debt. Adjudication of unsecured creditor claims. Updating and maintaining an estimated outcome statement. 	<ul style="list-style-type: none"> Benefit to creditors due to distribution.
Employees and pensions	<ul style="list-style-type: none"> Calculating the preferential dividend. Distributing the preferential dividend. 	<ul style="list-style-type: none"> Benefit to creditors due to distribution.
Statutory & compliance	<ul style="list-style-type: none"> Preparing and delivering first notice of liquidator's annual report to creditors. Filing report at Companies House. Periodic case and file reviews. 	<ul style="list-style-type: none"> Required by statute.

Area of work	Work undertaken	Why the work was necessary and what, if any, financial benefit the work provided to creditors OR whether it was required by statute
Strategy and planning	<ul style="list-style-type: none"> Case progression meetings. Updating estimated outcome statement. Monitoring costs. 	<ul style="list-style-type: none"> Statutory duty to keep proper records and progress the liquidation.
Tax & VAT	<ul style="list-style-type: none"> Preparing and filing quarterly VAT returns. General correspondence with HMRC. 	<ul style="list-style-type: none"> No direct benefit to creditors. In compliance with duties as proper officers for tax and VAT.

Our future work

We still need to do the following work in the liquidation.

Area of work	Work we need to do	Estimated cost (£)	Why the work was necessary and what, if any, financial benefit the work provided to creditors OR whether it was required by statute
Accounting & treasury	<ul style="list-style-type: none"> Dealing with receipts, payments and journals. Carrying out bank reconciliations and managing investment of funds. Closure of bank account and payment of any uncashed dividend cheques to the Insolvency Services Account. 	<ul style="list-style-type: none"> 4,500 	<ul style="list-style-type: none"> Statutory duty to keep proper records to demonstrate transactions, assets and liabilities.
Assets – Contract debts	<ul style="list-style-type: none"> Corresponding with agents regarding debt collection process and recovery action. Final payment (if necessary) to Pythagoras. 	<ul style="list-style-type: none"> 10,000 	<ul style="list-style-type: none"> Benefit to creditors due to funds recovered to enable distribution.
Creditors	<ul style="list-style-type: none"> Review of creditor's claims. Issue notice of intended dividend to all creditors where claims not received. Adjudicate upon claims received. 	<ul style="list-style-type: none"> 30,000 	<ul style="list-style-type: none"> Benefit to creditors due to distribution.

Area of work	Work we need to do	Estimated cost (£)	Why the work was necessary and what, if any, financial benefit the work provided to creditors OR whether it was required by statute
	<ul style="list-style-type: none"> Dealing with pension scheme claim in liquidation. Advertise for claims. Declare dividend to creditors. Issue dividend cheques to creditors. Dealing with uncashed dividend cheques. Dealing with general creditor correspondence. 		
Employees and pensions	<ul style="list-style-type: none"> Notifying pension regulator of closure of liquidation. Calculation and agreement of employee unsecured claims. 	<ul style="list-style-type: none"> 3,000 	<ul style="list-style-type: none"> Benefit to creditors due to distribution.
Statutory & compliance	<ul style="list-style-type: none"> Preparing and delivering liquidator's second annual report to creditors. Monitoring case diary system. Drafting and delivering liquidator's final report. Requesting further fee approval. Periodic case compliance reviews. Filing correspondence 	<ul style="list-style-type: none"> 15,000 	<ul style="list-style-type: none"> Required by statute.
Strategy and planning	<ul style="list-style-type: none"> Case progression meetings. Updating estimated outcome statement. Recording decisions / strategy considerations. 	<ul style="list-style-type: none"> 5,000 	<ul style="list-style-type: none"> Statutory duty to keep proper records and progress the liquidation.
Tax & VAT	<ul style="list-style-type: none"> Completing future quarterly VAT returns. De-registration of Company for VAT matters. Claim any final VAT post-deregistration. General correspondence with HMRC. Reconciliation of final VAT account. 	<ul style="list-style-type: none"> 5,000 	<ul style="list-style-type: none"> No direct benefit to creditors. In compliance with duties as proper officers for tax and VAT.

Area of work	Work we need to do	Estimated cost (£)	Why the work was necessary and what, if any, financial benefit the work provided to creditors OR whether it was required by statute
Closure	<ul style="list-style-type: none"> Removal of liquidator's bond. Request clearances from third parties. Review of case file by manager and liquidator. Closure of internal systems. 	<ul style="list-style-type: none"> 5,000 	<ul style="list-style-type: none"> No direct benefit to creditors. Statutory duty to end insolvency proceedings in a proper manner.

Disbursements

We don't need to get approval to draw expenses or disbursements unless they are for shared or allocated services provided by our own firm, including room hire, document storage, photocopying, communication facilities. These types of expenses are called "Category 2" disbursements and they must be directly incurred on the case, subject to a reasonable method of calculation and allocation and approved by the same party who approves our fees.

Our expenses policy allows for all properly incurred expenses to be recharged to the liquidation but has not been approved by the general body of creditors, therefore any Category 2 disbursements incurred will be written off and not recharged by the liquidation estate.

The following disbursements arose in the period of this report.

Category	Policy	Costs incurred £
2	Photocopying – at 5 pence per sheet copied, only charged for circulars to creditors and other bulk copying.	26.04
2	Mileage - At a maximum of 71 pence per mile (up to 2,000cc) or 93 pence per mile (over 2,000cc)	-
1	Other Postage costs	1,425.25
	Total this period	1,451.29
	Brought forward from previous period	905.01
	Total	2,356.30

Our relationships

We have no business or personal relationships with the parties who approve our fees or who provide services to the liquidation where the relationship could give rise to a conflict of interest.

Legal and other professional firms

We've instructed the following professionals on this case:

Service provided	Name of firm / organisation	Reason selected	Basis of fees
Legal services, including: <ul style="list-style-type: none">• Drafting Sale and Purchase Agreement	<ul style="list-style-type: none">• Gateley LLP	<ul style="list-style-type: none">• Legal expertise	<ul style="list-style-type: none">• Time costs and disbursements
Review of Company contracts by quantity surveyors and collect debts.	<ul style="list-style-type: none">• Naismiths	<ul style="list-style-type: none">• Industry knowledge and expertise	<ul style="list-style-type: none">• Combination of fixed fee and % of realisations
Property agents, including: <ul style="list-style-type: none">• Valuation of the assets of the Company.	<ul style="list-style-type: none">• Hilco Global	<ul style="list-style-type: none">• Industry knowledge	<ul style="list-style-type: none">• Fixed fee
Review of Company contracts by quantity surveyors and collect contract book debts	<ul style="list-style-type: none">• Pythagoras	<ul style="list-style-type: none">• Industry knowledge and expertise	<ul style="list-style-type: none">• % of realisations

We require all third party professionals to submit time cost analyses and narrative; or alternatively a schedule of realisations achieved in support of invoices rendered. We undertake the following steps to review professional firms' costs:

- Review invoices to the terms agreed at the outset; and
- Where fees are charged on a time cost basis, a breakdown of such costs in requested and reviewed before payment.

Appendix D: Other information

Company's registered name:	Excel (Portam) Limited
Trading name:	Excel (Portam) Limited
Registered number:	02232405
Registered address:	Central Square, 29 Wellington Street, Leeds, LS1 4DL
Date of the Liquidators' appointment:	25 August 2017
Liquidators' names, addresses and contact details:	Zelf Hussain and David Robert Baxendale of PwC, 7 More London, Riverside, London, SE1 2RT
Contact Details:	Email: crowther.james@pwc.com Telephone: 0113 289 4076
