

In accordance with Rule 3.60 of the Insolvency (England & Wales) Rules 2016 & Paragraph 83(3) of Schedule B1 to the Insolvency Act 1986.

AM22

Notice of move from administration to creditors' voluntary liquidation



Companies House

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COMPANIES HOUSE

1 Company details

Company number 0 5 3 8 2 4 2 8

Company name in full HOME FUNDRAISING LIMITED

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

2 Court details

Court name THE HIGH COURT OF JUSTICE, BUSINESS AND PROPERTY
COURTS OF ENGLAND AND WALES IN LONDON

Court case number C R - 2 0 1 9 - 0 0 1 5 4 2

3 Administrator's name

Full forename(s) DAVID

Surname BIRNE

4 Administrator's address

Building name/number OPUS RESTRUCTURING LLP

Street EVERGREEN HOUSE NORTH

GRAFTON PLACE

Post town EUSTON

County/Region LONDON

Postcode N W 1 2 D X

Country UNITED KINGDOM

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Notice of move from administration to creditors' voluntary liquidation

5 Administrator's name ^①

Full forename(s)	DAVID	① Other administrator Use this section to tell us about another administrator.
Surname	BIRNE	

6 Administrator's address ^②

Building name/number	OPUS RESTRUCTURING LLP	② Other administrator Use this section to tell us about another administrator.
Street	EVERGREEN HOUSE NORTH GRAFTON PLACE	
Post town	EUSTON	
County/Region	LODNO	
Postcode	N W 1 2 D X	
Country	UNITED KINGDOM	

7 Appointor/applicant's name

	Give the name of the person who made the appointment or the administration application.	
Full forename(s)		
Surname		

8 Proposed liquidator's name

Full forename(s)	DAVID	
Surname	BIRNE	
Insolvency practitioner number	A1034	

9 Proposed liquidator's address

Building name/number	OPUS RESTRUCTURING LLP	
Street	EVERGREEN HOUSE NORTH GRAFTON PLACE	
Post town	EUSTON	
County/Region	LONDON	
Postcode	N W 1 2 D X	
Country	UNITED KINGDOM	

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Notice of move from administration to creditors' voluntary liquidation

10 Proposed liquidator's name

Full forename(s)	
Surname	
Insolvency practitioner number	

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

11 Proposed liquidator's address

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

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


12 Period of progress report

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13 Final progress report


I have attached a copy of the final progress report.

14 Sign and date

Administrator's signature	Signature X  X																			
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AM22

Notice of move from administration to creditors' voluntary liquidation

 **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 LAUREN MATLOCK

Company name OPUS RESTRUCTURING LLP

Address EVERGREEN HOUSE NORTH

HRAFTON PLACE

Post town EUSTON

County/Region LONDON

Postcode NW 1 2 DX

Country UNITED KINGDOM

DX

Telephone 020 3326 6454

 **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 and dated the form.

 **Important information**

All information on this form will appear on the public record.

 **Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

 **Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

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

Administrator's Final Progress Report

**Home Fundraising Limited
In Administration**

19 November 2019

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

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HOME FUNDRAISING LIMITED - IN ADMINISTRATION

THE ADMINISTRATOR'S PROGRESS REPORT

1 Introduction

- 1.1 I was appointed as Administrator of Home Fundraising Limited ("the Company") on 1 March 2019. The appointment was made by the directors of the Company.
- 1.2 This Administration was initially handled by Fisher Partners at Acre House, 11-15 William Road, London, NW1 3ER and subsequently from 1 August 2019 by Opus Restructuring LLP of Evergreen House North, Grafton Place, London NW1 2DX. The Administrator can be contacted by email at homefundraising@opusllp.com. The Administration is registered in the High Court, reference number 001542 of 2019.
- 1.3 Information about the way that we will use, and store personal data on insolvency appointments, can be found at <http://www.opusllp.com/privacy-policy/>
- 1.4 The Company traded from various locations throughout the UK with its head office and registered office located at 6 – 11 Swan Court, 9 Tanner Street, London SE1 3LE.
- 1.5 The registered office of the Company is now Evergreen House North, Grafton Place, London NW1 2DX and its registered number is 05382428.
- 1.6 As the administration has now completed, I am required to provide a progress report for the period since my last report which ended on 30 August 2019. This is my final report in the Administration and covers the period from 1 March 2019 to 19 November 2019 ("the Period") and should be read in conjunction with my earlier proposals report and previous progress reports issued in this matter.

2 Progress of the Administration

- 2.1 You may recall that the statutory objective being pursued in the Administration was (b) achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without being in Administration). In addition, the Administrator believes this will result in realisations being available to the preferential creditors of the Company which also fulfils a purpose of the Administration under Paragraph 3 of Schedule B1 of the Insolvency Act 1986.
- 2.2 In addition to the pursuance of this statutory objective, the Administrator has duties imposed by The Insolvency Act 1986 and other legislation, some of which may not provide any financial benefit to creditors.
- 2.3 This section of the report provides creditors with an update on the progress made in the Period, both in terms of the achievement of the statutory objective, but also work which is required of the Administrator under other related legislation.
- 2.4 At Appendix A is my Receipts and Payments Account covering the period of this report.
- 2.5 Attached at Appendix B is a time analysis outlining the time spent by the Administrator and his staff from the date of appointment to the conclusion of the Administration. Further information about the basis of remuneration agreed in this case and the Administrator's fees estimate can be found in section 6 of this report, together with any relevant information about revisions to my initial estimate, where applicable.

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

- 2.6 Details of the reasoning behind the appointment and the rationale were explained in the Administrator's proposals presented to creditors on 15 April 2019. This document is available on the portal.
- 2.7 By way of brief summary, upon appointment the decision was made to cease active trading and the majority of employees were laid off, although not immediately made redundant. A small number of employees were retained for a short period to assist in finalising exports of donor information to the Charities, to maximise the realisable value of work in progress and to assist the Administrator in obtaining employee and other information required for the Administration.

Landlords / Site Clearance

- 2.8 The Company traded from a head office in London ("Head Office") and operated a further 16 sites around the UK.
- 2.9 A copy of the Company's rental agreements and leases was provided to me, together with any contact details for the landlords where possible.
- 2.10 Upon receipt of the information, it appeared that the Company had paid quarterly rent up to the 25 March 2019, for the majority of sites. As such the decision was made to clear the sites and hand back the premises to the landlord prior to this date to reduce the possible unsecured claims for future rent.
- 2.11 During our attendance to the various sites on 1 March 2019, in addition to addressing and providing information to the employees, details of the assets contained at each site were obtained, keys were retrieved and we ensured that all premises were secured.
- 2.12 At each site, there were the following assets;
- Leased mobile telephones and tablets (which were collected from the employees);
 - Stock (fundraising merchandise) owned by the Charities;
 - Office furniture and IT equipment; and
 - Other leased assets.
- 2.13 The decision was made to arrange for the leased mobile telephones and tablets, the stock and any IT equipment to be removed from the various premises around the UK and delivered to one central location. From here, it was arranged with Charities and the other parties for their assets to be collected.
- 2.14 After seeking the advice from LSH, the decision was made to not remove the office furniture as the cost of collection and sale would exceed any realisable value in administration. As such, these were not collected.
- 2.15 Once the assets had been removed from the sites, arrangements were made for the leases to be surrendered where possible and for the keys to be returned to the respective landlords.

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

- 2.16 Two premises were utilised to assist with distribution of the Company and third party assets. Creditors will note from the enclosed Receipts and Payments' Account that rent for these premises has been paid accordingly.

Employees

- 2.17 At the date of Administration the Company had 1,111 employees. However, it should be noted that a number of these individual were not actively working for the Company at the date of administration.
- 2.18 On 1 March 2019, the date of appointment, my staff and I attended all of the Company's premises. Prior to our arrival, the managers at each site had begun the consultation process with employees, regarding the possibility of redundancy, by arranging for the election of employee representatives.
- 2.19 Upon our arrival to the sites, employees were informed of the Administration and that the decision had been made to cease trading the Company whilst it was marketed, with a view to selling the business and assets of the Company.
- 2.20 Due to the number of employees, a dedicated email address, telephone number and portal was set up to inform employees of progress and enable their queries to be dealt with in an efficient and timely manner.
- 2.21 Updates were also provided to the elected employee representatives.
- 2.22 When it became apparent that a sale of the business and assets of the Company would not be achieved, all employees were made redundant. The majority of redundancies took place on 12 March 2019, and a letter sent to all employees confirming redundancy.
- 2.23 During the initial marketing period, certain members of the Company's human resources department were retained to ensure that employee information required to report to the Redundancy Payments Office ("RPO") and the purposes of the administration was collated and organised. In addition, P45s were produced and sent to all employees.
- 2.24 To assist with the employees' claims I instructed employment agents Evolve IS ("Evolve"), formerly Insolv Group (HR) Limited, to assist with the submission of the information to the RPO in respect of claims for wages, holiday pay, redundancy and notice pay. In addition, Evolve have been instructed to submit the relevant documentation in relation to any outstanding pension contributions.
- 2.25 Creditors should note that, due to the large number of employees, a considerable amount of time has been spent to date in dealing with employee queries and collating information required to ensure that all claims are dealt with efficiently.
- 2.26 In addition to the above, I have also arranged payment of wages to the employees who were retained and assisted with the Administration. This involved obtaining a new PAYE reference, calculating the wages, obtaining confirmation of account details from employees and arranging submission of the RTI to HMRC.
- 2.27 The majority of the staff have claims for arrears of wages and holiday pay.
- 2.28 In normal circumstances holiday pay and certain arrears of wages would form a preferential claim in the administration. However, due to the preceding CVA, the preferential status of these claims is uncertain due to technical arguments raised under case law. I instructed solicitors, Fletcher Day LLP ("Fletcher Day") and specialist Counsel to advise on this point given that

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

there is likely to be a dividend to preferential creditors. Initial advice from Counsel indicates that based on the current facts and evidence employees should have preferential claims.

- 2.29 We have been advised that certain employees have only received part of their statutory entitlements for arrears of pay and holiday pay as a result of the uncertainty referred to above. This has been exacerbated by delays in processing claims by the Redundancy Payments Service ("RPS") as they were upgrading their system at the time that claims were submitted by employees.
- 2.30 In addition, I have been advised that preferential claims can arise in other circumstances in relation to employee claims.
- 2.31 Various claims have been received from the Company's former employees and are currently in the Employment Tribunal. We anticipate being able to provide greater detail in subsequent reports in the Liquidation, including, if appropriate, on matters of quantum. These claims may result in additional preferential claims.

IT Tasks

- 2.32 Following Administration, in order to undertake the tasks in relation to the debtors and the employees detailed above, the Administrator needed to ensure that access was still available to the Company's IT systems.
- 2.33 As such information was provided by the directors regarding the Company's IT systems and discussions were entered into with Computon, the Company's IT provider. Due to the encryption of the Company's data (which enabled it to comply with the relevant GDPR requirements), the ongoing assistance of Computon is required.
- 2.34 In order to keep the IT active, payment was made to Computon and, in addition, payment was also made to the Company's telephone provider to ensure that the telephone lines were kept live for the purposes of supplying internet to the London premises.
- 2.35 It was intended that the accounts with charities would be finalised during this period, with all outstanding invoices and credit notes being issued in order to bring the accounts to an orderly conclusion
- 2.36 The IT was therefore kept in place whilst debtor collections were continuing.

Realisation of Assets

Furniture and Equipment

- 2.37 As detailed in the proposals, the Company's business and assets were originally marketed with a view to sale. Unfortunately, a sale could not be completed.
- 2.38 LSH advised that all of the Company's tangible assets which consisted of office furniture and IT equipment had a value of £8,000 in-situ and £3,000 if they were removed and sold.
- 2.39 As a sale of the business could not be completed, the only alternative was to sell the assets on a break-up basis. As such, we instructed LSH to advertise the assets for sale accordingly.
- 2.40 I can confirm that the tangible assets of the Company were sold for the sum of £6,750. No further realisations are anticipated in this regard

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

2.41 Certain of the Company's fixed assets included in the total sum of £6,750, namely a small proportion of IT equipment, has been sold to Hope & Will Ltd for £2,250 following recommendation from valuation agents LSH. Hope & Will Ltd is a company connected by way of common directors, namely Dominic Will & Neil Hope who each own 33% of shares in Hope & Will Ltd. The sale took place on 1 April 2019 and all data was wiped from this IT equipment.

Book debts

2.42 The Book value of debtors, following completion of this task was £415,158.60, this sum includes invoices raised during the period of the Administration for the sum of £171,776.57. To date, the sum of £250,226.39 has been received.

2.43 As a result of the contractual obligations of the company to provide and/or destroy data certain clients required settlement agreements which had to be negotiated before paying sums due to the company. This involved extensive time as shown in asset realisations matrix but as a result of these negotiations debtor realisations the sums received from each debtor were in excess of the anticipated estimated realisable values shown in the statement of affairs with the exception of the debtor referred to below.

2.44 Due to the nature of the business, it was important to protect data in order to comply with the contractual terms of the client contracts and to therefore unlock sums due from debtors. The company used a number of IT providers to process data and provide donor information to clients. As previously reported certain IT providers were contracted by the Administrator to continue to provide support in order to achieve this.

2.45 The total value of debtors outstanding total £164,932.21. Of this sum, one of the debtors in the sum of £8,852 is subject to set off so will not be realised. There is one remaining significant debt. I am currently in negotiations with the debtor and have been for some months, the debt totals £156,681.40. Lawyers from JMW Solicitors LLP are advising on this matter as the matters outstanding are of a legal nature. As per my previous report, I can confirm that JMW Solicitors were instructed to deal with this matter and continue to pursue it. It should be noted that considerable time has been spent as shown in asset realisations in the time matrix in dealing with this matter together with legal costs.

Rent Deposits / property

2.46 As detailed above, the Company traded from the Head Office and 16 regional offices across the UK.

2.47 For all premises, the Company entered into lease and rental agreements, some of which deposits were paid.

2.48 Based on the information that we have received to date, the Company has paid deposits totalling £22,835.50.

2.49 Lease surrenders have been offered to all landlords although not all accepted or acknowledged the surrenders. As the leases have been surrendered without notice it is also anticipated that the landlords will have additional costs in relation to the full clearance of the properties and dilapidations. As such, it is not anticipated that any funds will be realised in this regard.

2.50 In order to maximise the realisations and to ensure data was sent to all clients in a timely manner the head office in London was utilised. Whilst the debt collection process was in progress the IT systems were retained to provide any missing information or documents/data that would assist the debtor collections. As reported above debt collections have largely been completed

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so the London landlord was offered a surrender of the property on 1st July. Correspondence in this regard is continuing and it is anticipated that there will be a cost for the use of the property during the administration period although this sum cannot be quantified until the landlord accepts surrender or the leases or the leases are disclaimed once the company goes into liquidation.

Staff Loans

- 2.51 At the date of Administration, the total sum of £7,133.18 was due from previous employees of the Company in respect of funds loaned to them in respect of their annual travel cards.
- 2.52 It is currently uncertain whether any funds will be realised in this regard and investigations are continuing.

Cash at Bank

- 2.53 According to the Directors Statement of Affairs, the sum of £426,000 representing Cash at Bank was to be realised. The sum of £414,581.11 was eventually realised although there were considerable delays in realising this sum and significant correspondence.

Royal Mail Refund

- 2.54 A refund of £710.85 was received from Royal Mail in respect of an overpayment.

Utilities Refund

- 2.55 A refund of £36 was received from EDF Energy in respect of an overpayment.

Administration (Including statutory compliance and reporting)

- 2.56 Following my appointment, the strategy for the Administration was carefully assessed to ensure that a coherent planned process for the case could be achieved. This work will, where appropriate, have included liaison with solicitors to deal with any legal considerations surrounding the Company's insolvency (such as assessing the validity of any 3rd party security in relation to the assets) and liaising with valuation agents about the most appropriate means of realising the value in the Company's business and assets.
- 2.57 I have also dealt with a number of statutory formalities which are required of me under related legislation. Typically, this includes issuing and filing all appointment notices with creditors and the Registrar of Companies and also advertising my appointment in the London Gazette.
- 2.58 Other statutory duties performed are outlined in further detail in the fees estimate which can be found at **Appendix C**. Please note that much of this work will have been performed to comply with statutory requirements and as such may not necessarily add any value to the insolvent estate.
- 2.59 Creditors should note the matters which have been highlighted which have and will continue to have an impact on increased costs:

Creditors (claims and distributions)

- 2.60 Further information on the anticipated outcome for creditors in this case can be found at section 7 and Appendix E of this report. An Administrator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

- 2.61 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.62 The above work will not necessarily bring any financial benefit to creditors generally, however an Administrator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Administrator in dealing with those claims.
- 2.63 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 147 unsecured creditor claims in this case with a value per the director(s) statement of affairs of £3,756,000.
 - There are no secured creditors in this matter.
 - Dealing with the claims of employees as previously set out
 - It was anticipated that the preferential portion of the employee claims would total £238,957.81.

Investigations

- 2.64 Some of the work the Administrator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Administrator can pursue for the benefit of creditors.
- 2.65 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.66 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting (where held) or as a response to my request to complete an investigation questionnaire. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

3 Unrealised Assets

- 3.1 As set out in Section 2.42 to 2.45 and 4 of this report, the only remaining unrealised asset is the debtor sum of £156,681.40. I will continue to pursue this debt with the assistance of my solicitors on the Company moving into Liquidation.
- 3.2 In addition further review will be undertaken of the staff loans although the realisation of such sums will be considered on the basis of a cost/benefit analysis.

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

4 Outstanding Matters

4.1 As set out in the body of this report, there are a number of issues which remain outstanding and will need to be dealt with by the Liquidator. Below is a brief summary of the outstanding matters:

- The surrender or disclaimer of the leasehold property in London and the agreement of the expenses associated with the use of the premises.
- Resolution of employment tribunal claims with the assistance of JMW Solicitors.
- Progressing the realisation of the outstanding debtor invoice of £156,681.40.
- Liaising with the RPS in respect of employee claims for Arrears of Wages and Holiday Pay, agreeing the RPS and employee claims with a view to issuing a dividend to preferential creditors (subject to the remaining outstanding matters being resolved).
- Subject to the debtor realisation, the landlord and tribunal position referred to above, declaring an unsecured dividend prior to which a Notice of Intended dividend will be issued to unsecured creditors. Following this, creditor claims will need to be adjudicated and then dealing with the practicalities of paying the dividend.
- Dealing with the practicalities of concluding the Liquidation.
- Completion of tax returns for the pre-appointment period.
- Finalisation of the VAT position.

5 Pre-administration Costs

5.1 On 1 May 2019 the following amounts in respect of pre-administration costs were approved:

Name of recipient	Brief description of services provided	Total amount approved
Fisher Partners	Advice in relation to the Administration and insolvency of the Company	24,333.30
Lambert Smith Hampton	Valuation of Plant & Machinery	3,780.00
Fletcher Day Solicitors	Advising the proposed Administrator and Company in relation to all legal issues including employees	2,770.00

5.2 These costs have been discharged in full.

6 Administrator's Remuneration

6.1 The basis of the Administrator's fees has been fixed in the Administration by reference to the time properly spent by him and his staff in managing the Administration. My fees

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

- 6.2 A copy of that estimate is attached in Appendix C.
- 6.3 As per my comments in Section 1.2 of this report, this Administration was initially undertaken by Fisher Partners and from 1 August 2019 has been transferred to Opus Restructuring LLP.
- 6.4 My time costs at Fisher Partners until 31 July 2019 are £265,866.70. This represents 1,265.99 hours at an average rate of £210.01 per hour. Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the Administration. Up to the date of the transfer of this case, £222,563.70 plus disbursements of £4,561.75 has been drawn on account.
- 6.5 My time costs at Opus Restructuring LLP from 1 August 2019 to 19 November 2019 are £38,280. This represents 151.90 hours at an average rate of £252.01 per hour. Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the Administration. To date, £34,581 plus disbursements of £902.20 has been drawn on account.
- 6.6 My total time costs are therefore £304,146.70. This represents 1,417.89 hours at an average rate of £214.51 per hour. Therefore, to date the total sum of £257,144.70 plus disbursements of £5,463.95 has been drawn on account.
- 6.7 At the date of this report, I would confirm that my fees estimate for the Administration remains unchanged. This is because I have undertaken to restrict the Administrator's time costs to be drawn from the estate to £257,145 and as a result, any time costs incurred in excess of this amount will not be borne by creditors.
- 6.8 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from <https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/administration-creditor-fee-guide-6-april-2017.ashx?la=en> .
- 6.9 Attached at Appendix D is additional information in relation to the Administrator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.
- 6.10 The following expenses have been incurred since my appointment as Administrator :

Supplier / Service Provider	Nature of expense incurred	Amount incurred to date £	Paid to date £	Amount Outstanding £
JLT	Specific Bond	500.00	500.00	Nil
Lambert Smith Hamptom	Agents/Valuers Fees	18,327.46	18,327.46	Nil
Royal Mail	Re-Direction of Mail	816.00	816.00	Nil
Courts Advertising	Statutory Advertising	80.20	80.20	Nil
Lockwood Property Portfolio Ltd	Rents Payable on property retained	964.28	964.28	Nil

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

JLT	Insurance of Assets	2,841.44	2,841.44	Nil
Capital Cargo/ JGS Couriers/ The Shredding Alliance	Couriers for books and records	2,897.72	2,897.72	Nil
Evolve IS Limited	Employee Claims Processing Agent	29,400.00	29,400.00	Nil
Fletcher Day Solicitors	Legal fees	7,922.50	7,922.50	Nil
Fletcher Day Solicitors	Legal Disbursements (counsel fees re preferential status)	3,950.00	3,950.00	Nil
JMW Solicitors	Legals fees	32,845.00	7,922.50	24,922.50
JMW Solicitors	Legal disbursements (tribunal claims)	2,200.00	Nil	2,200.00
Mr R Townley	Website Alteration	10.00	10.00	Nil
Voot Telecom/Blizzard Utilities Limited	Telephone services	4,526.47	4,526.47	Nil
Computon	IT support costs	9,744.34	9,744.34	Nil
CBW LLP	Statement of affairs fee (directors)	3,000.00	3,000.00	Nil
Various	Clearance costs for premises	3,215.53	3,215.53	Nil
Various (see note below)	Rent for London premises	-	-	Unknown
Various (see note below)	Utilities – to be agreed	-	-	Unknown
Various (see note below)	Rates - to be agreed	-	-	Unknown

Lease surrenders were offered to all landlords during the course of the Administration however these were not all accepted. With the exception of the London premises the premises were immediately returned to the landlords. The London premises was however required for a longer period to enable data to be protected and systems to remain in place to deal with debtor/client queries.

Therefore, the London premises rent, utilities and rates liability are yet to be determined on the basis that a surrender was offered to the landlord on 1 July 2019. Correspondence is continuing in this regard. As Administrators are unable to disclaim leases unless a surrender is agreed before the Administration ends the liquidator will look to disclaim the leases once the company has transferred into Creditors Voluntary Liquidation as detailed below.

The expenses are in line with the expected outcome previously prepared although legal costs have exceeded the estimate as a result of the ongoing debt collection, data protection matters relating to debtor collections and tribunal claims.

7 Estimated Outcome for Creditors

7.1 An Estimated Outcome Statement as at 19 November 2019 is attached at Appendix F.

Secured Creditors

7.2 There are no secured creditors in this matter.

Preferential Creditors

7.3 A summary of preferential claims is detailed below.

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = 1,111)	Quantum uncertain	239,000	Nil p in the £1 paid
Department for Business, Energy & Industrial Strategy (BEIS)	Quantum uncertain	Uncertain	Nil p in the £1 paid

Based on information provided the level of preferential claims was expected to be £238,957. At the time of my previous report, the Redundancy Payments Service (“RPS”) were to submit a proof of debt and provide details of payments they have made to employees. This was received on 13 November 2019 and I will be examining the proof to establish the sums paid to creditors.

In addition, employment tribunal claims have been issued and therefore there is ongoing correspondence with our lawyers, JMW Solicitors LLP, regarding the effect of these claims on the level of preferential claims.

Employees need take no further action in relation to the submission of preferential claims as we have details of all claims for arrears of pay (pre-appointment) and holiday pay.

Unsecured Creditors

- 7.4 I have received claims totalling £2,088,634.41 from 50 creditors. I have yet to receive claims from 69 creditors whose debts total £316,853.29 as per the Company’s statement of affairs.
- 7.5 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company’s net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.

8 Ending the Administration

- 8.1 A copy of the notice bringing the Administration to an end and moving the Company into Creditors’ Voluntary Liquidation is enclosed with this report, which has been sent to the registrar of Companies for filing. Once this notice is registered, the Company will be in liquidation and I would confirm that I will become the appointed Liquidator as agreed in my earlier proposals.
- 8.2 As Liquidator I will be required to report to creditors on the progress of the Liquidation within two months of the anniversary of my appointment. If a dividend is to be declared sooner, I will write to creditors to provide appropriate details in the intervening period.
- 8.3 If any creditors have not yet submitted their proof of debt, please ensure this is forwarded to my office as soon as possible in order that your claim can be admitted for dividend purposes at the appropriate time.
- 8.4 I would confirm that during the administration and included in my proposals, creditors approved the basis of the Liquidator’s remuneration by reference to the time properly spent by the Liquidator and their staff in managing the Liquidation. A fee estimate was provided with the proposals which illustrated that the Liquidators estimated cost for dealing with the

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Liquidation is £82,583. A copy of this fee estimate is enclosed at **Appendix F** for ease of reference.

9 Creditors' Rights

- 9.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Administrator provide further information about his remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 9.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Administrator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Administrator, as set out in this progress report, are excessive.

10 Conclusion

- 10.1 There are a number of matters which need to be dealt with during the period of the Liquidation. It is envisaged that during this period, the Liquidator should be in a position to issue a dividend to preferential creditors and unsecured creditors, if relevant. Following which steps would be taken to conclude the Liquidation.

For and on behalf of
Home Fundraising Limited



David Birne
Administrator

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Appendix A

Receipts and Payments Account from 1 March 2019 to 19 November 2019

**Home Fundraising Limited - In Administration
Administrator's Abstract of Receipts & Payments**

From 01 March 2019 To 19 November 2019

	From 01/03/19	From 01/03/19
	To 19/11/19	To 19/11/19
ASSET REALISATIONS		
Book Debts	250,226.39	250,226.39
Cash at Bank	414,581.11	414,581.11
Bank Interest Gross	341.80	341.80
Rates Refund	789.04	789.04
Furniture & Equipment	6,750.00	6,750.00
Royal Mail Refund	710.85	710.85
Utilities Refund	36.00	36.00
	673,435.19	673,435.19
COST OF REALISATIONS		
Specific Bond	(500.00)	(500.00)
Statement of Affairs Fee	(3,000.00)	(3,000.00)
Agents/Valuers Fees (1)	(18,327.46)	(18,327.46)
Re-Direction of Mail	(816.00)	(816.00)
Statutory Advertising	(80.20)	(80.20)
Rents Payable	(964.28)	(964.28)
Insurance of Assets	(2,841.44)	(2,841.44)
Wages & Salaries	(5,268.65)	(5,268.65)
PAYE & NI	(2,479.34)	(2,479.34)
Vat Irrecoverable	(6,029.46)	(6,029.46)
Couriers	(2,897.72)	(2,897.72)
Administrators Fees	(257,144.70)	(257,144.70)
Administrators Expenses	(5,553.95)	(5,553.95)
Float / Proforma Expenses	(830.00)	(830.00)
Employee Agent	(29,400.00)	(29,400.00)
Legal Fees - Pre Appointment	(2,770.00)	(2,770.00)
Legal Fees - Post Appointment	(7,922.50)	(7,922.50)
Website Alteration	(10.00)	(10.00)
Telephone Services	(4,526.47)	(4,526.47)
Legal Disbursements	(3,950.00)	(3,950.00)
IT Costs	(9,744.34)	(9,744.34)
Clearance Costs	(3,215.53)	(3,215.53)
Pre Appointment Valuation Fees	(3,780.00)	(3,780.00)
Pre appointment fees	(24,333.30)	(24,333.30)
Software Fees - DocuSoft	(45.00)	(45.00)
	(396,340.34)	(396,340.34)
UNSECURED CREDITORS		
HM Revenue & Customs	NIL	NIL
Trade Creditor	NIL	NIL
	NIL	NIL
	277,094.85	277,094.85
REPRESENTED BY		
Vat Payable		(1,350.00)
Vat Receivable		24,715.64
Vat Control Account		32,815.83

D Birne Administrator of Home Fundraising Limited
VAT Sus'- Debtor VAT due inc in return

219,304.98
1,608.40

277,094.85



**David Birne
Administrator**

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Appendix B

Time Analysis for the Period from 1 March 2019 to 19 November 2019

Opus Restructuring LLP
Administrator's Remuneration Schedule
Home Fundraising Limited
Between 01 August 2019 and 19 November 2019

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	17.10	13.10	3.50	15.00	48.70	10,567.50	216.99
Investigations	0.00	0.00	0.70	0.00	0.70	122.50	175.00
Realisation of Assets	24.40	2.60	0.30	0.00	27.30	8,632.50	316.21
Trading	1.90	0.00	0.00	0.00	1.90	617.50	325.00
Creditors	20.30	32.90	20.10	0.00	73.30	18,340.00	250.20
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forensics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	63.70	48.60	24.60	15.00	151.90		
Time costs	20,677.50	12,150.00	4,297.50	1,155.00		38,280.00	
Average hourly rate	324.61	250.00	174.70	77.00			252.01

Description	Total Incurred £	Total Recovered £
CAT 2 Photocopying	132.10	132.10
CAT 1 Postage	770.10	770.10
CAT 1 Bank charges	0.21	0.00
Totals	902.41	902.20

Summary of Fees

Time spent in administering the Assignment	Hours	151.90
Total value of time spent to 19 November 2019	£	38,280.00
Total Administrator's fees charged to 19 November 2019	£	34,581.00

Home Fundraising Limited - In Administration

Administrators' Time Costs for the period 1 March 2019
 HW Fisher & Company Limited

Service	Partner / Senior Consultant	PartnerCost	Manager / Principal	ManagerCost	Administrator	AdministratorCost	Support Staff	SupportStaffCost	Total Hours	Total Cost
Acct/bookkeeping	16.90	8,365.50	4.85	1,320.75	2.00	322.00	28.55	3,511.00	35.40	5,153.75
Asset realisation - non-charged assets	23.85	11,805.75	58.05	17,948.25	45.50	9,272.50	-	-	120.45	35,586.25
Case Admin	7.15	3,539.25	83.83	24,758.15	81.21	15,116.30	324.55	42,117.50	513.44	93,797.70
Employees	-	-	92.05	27,983.50	109.75	21,437.25	56.44	3,452.70	265.39	56,412.70
General Advice	1.50	742.50	-	-	-	-	0.25	15.00	0.25	15.00
Investigations	0.40	198.00	29.10	9,017.50	15.65	3,142.25	-	-	46.25	12,902.25
Landlord/Creditor Correspondence	-	-	51.82	15,702.60	62.51	12,600.05	23.60	2,920.75	138.33	31,421.40
On-going support	-	-	6.25	1,736.25	-	41.00	15.00	1,162.50	15.20	1,203.50
Proofs/claims - Unsecured	-	-	1.30	403.00	-	-	-	-	6.25	1,736.25
Proofs/Claims - Preferential	3.40	1,683.00	9.75	3,006.75	39.18	7,979.65	28.00	3,312.50	1.30	403.00
Reports & Meetings	7.20	3,564.00	23.70	6,633.00	0.25	37.50	12.25	1,018.50	80.33	15,981.90
Review	-	-	-	-	-	-	-	-	43.40	11,253.00
Total Time:	60.40	29,898.00	360.70	108,509.75	356.25	69,948.50	488.64	57,510.45	1,265.99	265,866.70
Total Cost (£):	29,898.00	29,898.00	108,509.75	108,509.75	69,948.50	69,948.50	57,510.45	57,510.45	265,866.70	210.01
Average rate per hour (£)	495.00	1.00	300.83	1.00	196.35	1.00	117.69	117.69	210.01	210.01

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Appendix C

Administrators Time Cost Estimate

HOME FUNDRAISING LIMITED - IN ADMINISTRATION
ADMINISTRATORS' FEE ESTIMATE

Service	Partner / Senior Consultant	Partner Cost	Manager / Principal	Manager Cost	Administrator	Administrator Cost	Support Staff	Support Staff Cost	Total Hours	Total Cost
Acct/bookkeeping	-	-	20.00	5,500.00	-	-	40.00	6,000.00	60.00	11,500.00
Asset Realisation - Fixed Charge	-	-	-	-	-	-	-	-	-	-
Asset Realisation - Floating Charge	-	-	-	-	-	-	-	-	-	-
Asset realisation - non-charged assets	20.00	9,900.00	35.00	7,350.00	40.00	8,200.00	20.00	3,000.00	115.00	28,450.00
Case Admin	20.00	9,900.00	20.00	4,200.00	50.00	10,250.00	60.00	9,000.00	150.00	33,350.00
Creditors Committees	-	-	-	-	-	-	-	-	-	-
Dividends	-	-	-	-	-	-	-	-	-	-
Employees	30.00	14,850.00	70.00	14,700.00	95.00	19,475.00	70.00	10,500.00	265.00	59,525.00
Investigations	5.00	2,475.00	10.00	2,100.00	15.00	3,075.00	30.00	4,500.00	60.00	12,150.00
Landlord/Creditor Correspondence	20.00	9,900.00	25.00	5,250.00	40.00	8,200.00	45.00	6,750.00	130.00	30,100.00
Proof/claims - Unsecured	7.00	3,465.00	10.00	2,100.00	15.00	3,075.00	25.00	3,750.00	57.00	12,390.00
Proofs/Claims - Preferential	20.00	9,900.00	30.00	6,300.00	50.00	10,250.00	50.00	7,500.00	150.00	33,950.00
Reports & Meetings	15.00	7,425.00	20.00	4,200.00	40.00	8,200.00	30.00	4,500.00	105.00	24,325.00
Review	7.00	3,465.00	14.00	2,940.00	20.00	4,100.00	6.00	900.00	47.00	11,405.00
Total Time:	144.00	71,280.00	254.00	54,640.00	365.00	74,825.00	376.00	56,400.00	1,139.00	
Total Cost (£):	71,280.00	71,280.00	54,640.00	54,640.00	74,825.00	74,825.00	56,400.00	56,400.00		257,145.00
Average rate per hour (£)	495.00		215.12		205.00		150.00			225.76

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Appendix D

Additional Information in Relation to the Administrator's Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 On this case we are proposing to and have used the services of the following sub-contractors:

Service (s)	Provider	Basis of fee arrangement	Cost to date
Employee claims processing	Evolve IS Limited	Rate per employee claim	£29,400.00

2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Fletcher Day Solicitors/JMW Solicitors (legal advice)	Hourly rate and disbursements
JLT (insurance)	Risk related fixed rate
Lambert Smith Hampton (valuation and disposal advice)	Hourly rate and disbursements

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Administrator's Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors in the Administrator's Proposals Report a copy of which is set out below:

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

	£
Category 1 Disbursements	
Travel Costs	3,671.73
Postage	3,422.10
Books & Records – Collection & Storage	1,000.00
Category 2 disbursements charged by the firm:	
Photocopying	5,502.90
Total:	13,596.73

Current position of Administrator's expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

Nature of expense incurred	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Category 1 disbursements				
Travel costs	Nil	5,392.00	Nil	5,392.00
Postage	Nil	770.10	1,069.89	1,839.99
Books and Records – Collection and storage	Nil	Nil	1,000.00	1,000.00
IT and call charges		253.84	Nil	253.84
Category 2 disbursements				
Photocopying	Nil	132.10	2,196.60	2,328.70

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

appropriate) were provided in the Administrator's Proposals Report and approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

4 Charge-Out Rates

I can confirm that for the period from 1 March 2019 to 31 July 2019 in accordance with the provisions of the Statement of Insolvency Practice 9 ("SIP9"), the firms' (HW Fishers) charge out rates applicable to this appointment, exclusive of VAT, are as follows:

	From 1 January 2019 Per hour
Partner / Senior Consultant	£495
Senior Manager	£310
Manager / Assistant Manager	£255-£275
Senior Administrator	£205
Administrator	£150
Support Staff	£60-£150

From 1 August 2019, as the Administration has moved to Opus I can confirm that in accordance with the provisions of the Statement of Insolvency Practice 9 ("SIP9"), the firms' charge out rates applicable to this appointment, exclusive of VAT, are as follows:

Partner	325
Senior Manager / Director	275 - 300
Assistant Manager / Manager	200 - 250
Junior Administrator / Administrator / Senior Administrator	100 - 175
Cashier	125
Support Staff	75

Charge out rates are normally reviewed annually, when rates are adjusted to reflect such matters as inflation; increase in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. Please note that this firm records its time per minute.

Home Fundraising Limited (the Company)

Administrator's Fees Information in accordance with The Insolvency (England and Wales) Rules 2016 and Statement of Insolvency Practice 9

Outline of work carried out by the Administrator

To be read in conjunction with the progress of Administration section of the report, below are additional details of the work we have carried out during the period:

Administration (including statutory compliance & reporting)

Administrators are required to carry out certain tasks in nearly every insolvency assignment, namely administrative duties and dealing with the Company's creditors. Whilst these tasks are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

This work includes:

- Notifying creditors of the Administrator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House
- Preparing and issuing the Administrator's statement of proposals for achieving the purpose of the Administration and thereafter providing periodic progress reports to members and creditors (typically every 6 months)
- Lodging periodic returns with the Registrar of Companies for the Administration
- Complying with statutory duties in respect of the Administrator's specific penalty bond
- Creation and update of case files on the firm's insolvency software
- Redirection of the Company's mail to the Administrator's office where necessary
- Establishing and holding periodic meetings of the creditors' committee and associated filing formalities (if a committee is appointed)
- Securing the Company's books and records
- Pension regulatory reporting and auto-enrolment cancellation
- Completion and filing of the notice of the Company's insolvency to HMRC
- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the Administration
- Submitting a statutory report to the Insolvency Service under the CDDA
- Periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter)
- Opening, maintaining and managing the Administration estate cashbook and bank account(s)
- Dealing with all post-appointment VAT and corporation tax compliance
- Dealing with employees to provide support and assistance in lodging any claims they may be entitled to make for unpaid wages, holiday pay and other statutory entitlements from the National Insurance Fund and the Company. Liaising with (or appointing) union representatives and payroll providers and reviewing employment contracts as necessary.

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Appendix E

Estimated Outcome Statement as at 19 November 2019

HOME FUNDRAISING LIMITED - IN ADMINISTRATION
ESTIMATED OUTCOME STATEMENT AS 19 NOVEMBER 2019

	Notes	Received / Paid to Date £	Further Anticipated £	Estimated Outcome Total £
ASSETS				
Cash at Bank		414,581	-	414,581
Office Furniture & IT Equipment		6,750	-	6,750
Book Debts	1	250,226	156,681	406,907
Rent Deposits	2	-	Nil	Nil
Sundry refunds		1,536	Nil	1,536
Staff Loans	3	-	Uncertain	Uncertain
Bank Interest Gross		342	Uncertain	342
		-	-	-
TOTAL ASSETS		673,435		830,116
COSTS OF REALISATIONS				
<i>Pre-Appointment Costs</i>				
Outstanding Pre-Administration Administrator Costs	4	24,333	-	24,333
Pre- Administration Legal Costs	5	2,770	-	2,770
Pre-Administration Agents' Costs	6	3,780	-	3,780
<i>Post-Appointment Costs (Administration)</i>				
Statutory Bond		500	-	500
Statement of Affairs Cost		3,000	-	3,000
Agents' Costs		18,327	-	18,327
Mail Re-direct		816	-	816
Statutory Advertising		80	-	80
Rents Payable	7	964	28,000	28,964
Insurance		2,841	500	3,341
Wages and salaries and associated PAYE/NI		7,748	-	7,748
VAT irrecoverable		6,029	-	6,029
Courier costs		2,898	-	2,898
Administrators' Remuneration		257,145	-	257,145
Administrators' Category 1 Disbursements (Postage)		770	1,069	1,839
Administrators' Category 2 Disbursements (Photocopying)		132	2,196	2,328
Evolve - Employee Claims	10	29,400	-	29,400
Legal Costs	8	7,923	33,923	41,846
Counsel's Advice	9	3,950	3,600	7,550
Website Alteration		10	-	10
Telephone services		4,527	-	4,527
IT Costs		9,744	-	9,744
Site Clearance Costs		3,215	-	3,215
Travel Costs		5,392	-	5,392
Rates / Utilities	7	-	10,000	10,000
Books and Records (Collection & Storage)		-	1,000	1,000
Docusoft fees		45	-	45
		-	-	-
<i>Liquidators' estimated costs</i>				
Liquidators' Remuneration		-	82,583	82,583
Liquidators' Category 1 Disbursements (Postage)		-	2,164	2,164
Liquidators' Category 2 Disbursements (Photocopying)		-	1,873	1,873
Statutory Advertising		-	80	80
Statutory Bond		-	500	500
Storage of Books and Records		-	150	150
Total Costs of Realisations		396,339	167,637	563,977
ASSETS AVAILABLE FOR PREFERENTIAL CREDITORS		277,096		266,139
Less Sums due to Preferential Creditors	11		(238,957)	(238,957)

Anticipated Dividend to Preferential Creditors (pence in the £)		100.00
TOTAL FUNDS AVAILABLE FOR UNSECURED CREDITORS		<u>27,182</u>
Unsecured Creditors (estimated)	(3,756,492)	(3,756,492)
Anticipated Dividend to Unsecured Creditors (pence in the £)		1 pence in the £

HOME FUNDRAISING LIMITED – IN ADMINISTRATION

NOTES TO ESTIMATED OUTCOME STATEMENT

1	<p><i>Book Debts & WIP</i></p> <p>The Company has book debts totalling £415,158.60 following the completion of work in progress in the Administration. There is a remaining debtor in the sum of £156,681 that we are currently in correspondence with. This sum has been shown as fully realisable.</p>
2	<p><i>Rent Deposits</i></p> <p>As detailed in Section 2.8 of the report, the Company traded from the Head Office and 16 further regional offices across the UK. For all premises, the Company entered into lease and rental agreements, for some of which deposits had been paid. Based on the information that we have received to date, the Company has paid deposits totalling £22,835.50. The majority of the leases have been surrendered without notice. It is also anticipated that the landlords will have additional costs in relation to the full clearance of the properties and dilapidations. As such, it is not anticipated that any funds will be realised in this regard.</p>
3	<p><i>Staff Loans</i></p> <p>At the date of Administration the total sum of £8,186 was due from previous employees of the Company in respect of funds loaned to them for their annual travel cards. It is uncertain whether any sum will be realisable and investigations are ongoing.</p>
4	<p><i>Pre Administration Costs</i></p> <p>Prior to Administration of the Company, Fisher Partners incurred time costs totalling £49,333; The sum of £25,000 was paid by the Company to Fisher Partners prior to Administration, leaving the total of £24,333 unpaid. These costs were approved on 1 May 2019.</p>
5	<p><i>Pre Administration Legal Costs</i></p> <p>Solicitors, Fletcher Day LLP were instructed to assist with the legal formalities of placing the Company into Administration and to provide legal advice regarding the consultation period of the employees.</p>
6	<p><i>Agents' Costs</i></p> <p>As detailed above, LSH were instructed to market the business and assets for sale. This involved collating information in relation to the Company prior to Administration.</p>
7	<p><i>Rents Payable</i></p> <p>As reported the London property was vacated on 1 July and a surrender offered to the landlord on 1 July 2019. To date we are advised by the landlord's solicitors that they have no instructions with regard to the surrender so the lease will be disclaimed once the company has been placed into liquidation. Associated rates and utilities will need to be settled therefore provision have been included at estimated values.</p>
8	<p><i>Legal costs</i></p> <p>There has been a number of matters requiring legal advice from JMW solicitors LLP (previously Fletcher Day LLP were providing advice) including the lease situation referred to above, preferential claims referred to in the report, employment tribunal applications and debt collection. These matter are ongoing therefore a provision for ongoing matters and future instructions has been included.</p>
9	<p><i>Counsel advice</i></p> <p>Counsel have provided advice on the preferential creditor status issue referred to in the report and also on employee tribunal claims to date. A provision has also been made for further ongoing advice.</p>

10	<p><i>Employee Claims</i></p> <p>Evolve IS were providing assistance with employee claims and may be requested to assist further dependant on the information received from the Redundancy Payments Service.</p>
11	<p><i>Preferential claims</i></p> <p>As detailed in the main report, in relation to preferential creditors, the Company employed in excess of 1,100 employees. The majority of the staff have claims for arrears of wages and holiday pay. In normal circumstances holiday pay and certain arrears of wages would form a preferential claim in the administration. However, due to the preceding CVA, the preferential status of these claims is uncertain due to technical arguments raised under case law. Specialist counsel have reviewed this position and so preferential claims have been shown as indicated.</p> <p>Please note that there are also employment tribunal claims pending which may have an effect on the level of preferential claims.</p>

HOME FUNDRAISING LIMITED - IN ADMINISTRATION

Appendix F

Liquidators' fee estimate

HOME FUNDRAISING LIMITED - IN ADMINISTRATION
LIQUIDATORS' FEE ESTIMATE

Appendix F

Service	Partner / Senior Consultant	PartnerCost	Manager / Principal	ManagerCost	Administrator	AdministratorCost	Support Staff	SupportStaffCost	Total Hours	Total Cost
Acc/bookkeeping	-	-	7.00	1,925.00	-	-	40.00	6,000.00	47.00	7,925.00
Asset Realisation - Fixed Charge	-	-	-	-	-	-	-	-	-	-
Asset Realisation - Floating Charge	2.00	990.00	1.00	210.00	5.00	1,025.00	5.00	750.00	13.00	2,975.00
Asset realisation - non-charged assets	2.00	990.00	3.00	630.00	15.00	3,075.00	20.00	3,000.00	40.00	7,695.00
Case Admin	-	-	-	-	-	-	-	-	-	-
Creditors Committees	5.00	2,475.00	5.00	1,050.00	30.00	6,150.00	40.00	6,000.00	80.00	15,675.00
Dividends	5.00	2,475.00	5.00	1,050.00	20.00	4,100.00	35.00	5,250.00	65.00	12,875.00
Employees	-	-	-	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-	-	-	-
Landlord/Creditor Correspondence	1.00	495.00	1.00	210.00	7.50	1,537.50	15.00	2,250.00	24.50	4,492.50
Proofs/claims - Unsecured	1.00	495.00	3.00	630.00	10.00	2,050.00	30.00	4,500.00	44.00	7,675.00
Proofs/Claims - Preferential	5.00	2,475.00	5.00	1,050.00	25.00	5,125.00	30.00	4,500.00	65.00	13,150.00
Reports & Meetings	3.00	1,485.00	2.00	420.00	15.00	3,075.00	15.00	2,250.00	35.00	7,230.00
Review	2.00	990.00	3.00	630.00	4.00	820.00	3.00	450.00	12.00	2,890.00
Total Time:	26.00	12,870.00	35.00	7,805.00	131.50	26,957.50	233.00	34,950.00	425.50	82,582.50
Total Cost (£):	12,870.00	12,870.00	7,805.00	7,805.00	26,957.50	26,957.50	34,950.00	34,950.00		82,582.50
Average rate per hour (£)	495.00		223.00		205.00		150.00			194.08

Appendix G

PROOF OF DEBT - GENERAL FORM

**Company Name: Home Fundraising Limited - In Administration
("the Company")**

Date of Administration: 1 March 2019

DETAILS OF CLAIM	
1.	Name of Creditor (if a company, its registered name)
2.	Address of Creditor (i.e. principal place of business)
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> • For UK companies: its registered number • For other companies: the country or territory in which it is incorporated and the number if any under which it is registered • The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25
5.	If the total amount above includes outstanding uncapitalised interest, please state
6.	Particulars of how and when debt incurred
7.	Particulars of any security held, the value of the security, and the date it was given
8.	Details of any reservation of title in relation to goods to which the debt relates
9.	Details of any document by reference to which the debt can be substantiated. [The administrator may call for any document or evidence to substantiate the claim at his discretion.]
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986
AUTHENTICATION	
Signature of Creditor or person authorised to act on his behalf	
Name in BLOCK LETTERS	
Date	
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor	
Are you the sole member of the Creditor?	