**COVID-19 FINANCIAL SUPPORT SCHEMES REVIEW RECORD**

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| **Case Name** |  |
| **Case Code** |  |
| **Type of Appointment** |  |
| **Date of Appointment** |  |

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| **Category** | **Review considerations** | **Findings** |
| **Bounce Back Loans (BBLs)** | **Record considerations about BBLs below, including (but not limited to) the following:**   1. Is there evidence that the company took out a BBL during the pandemic? 2. Was any outstanding BBL amount disclosed in the director’s statement of affairs and does the amount outstanding on that document reconcile with the claim submitted by the bank in question? 3. Are there minimal other creditors aside from the BBL itself, any bank overdraft and sums due to HMRC? 4. Did the company take out more than one BBL and are amounts still outstanding in respect of these? (Nb, if yes, this should be reported to the Insolvency Service as only one BBL per company was permitted) 5. Did the company also take out a Coronavirus Business Interruption Loan (CBIL) and if yes, was the BBL repaid from this loan as required? 6. Was the loan obtained for more than 25% of the company’s self-certified annual turnover ie, does it appear that the company’s turnover was over-estimated when the loan application was made? (Remember businesses were able to apply for between £2,000 up to 25% of their turnover, up to a maximum amount of £50,000). 7. Businesses were entitled to one BBL per entity, unless the business was a group which had a holding company at the top of its structure, in which case one loan per group company was permissible. 8. Have we secured a copy of the BBL application to assess the eligibility criteria of the company? 9. Did the business trade in the UK and are we satisfied it was trading as at 1 March 2020? 10. Have we checked that the company hadn’t filed dormant accounts for 2019 and/or 2020? 11. Have we obtained copy bank statements covering the period from 1/3/20 (to ensure this covers the start of the relevant period for BBLs) and have these been analysed for possible mis-use ie, is it evident that any or all of the BBL obtained was **not** used for the economic benefit of the company’s business? 12. If no, record steps being taken to obtain the bank statements – remember that any new information about potential mis-use from the subsequent review should be provided to the Insolvency Service via DCRS as soon as possible after the conduct report has been submitted. 13. Is there any evidence that some or all of the BBL obtained was used for the director(s) personal purposes? 14. Are we pursuing recoveries (or will we be) against the directors for repayment of any BBL monies?   ***Any other considerations – note below:*** |  |
| **Coronavirus Business Interruption Loans (CBILs)** | If the company obtained a CBIL and any mis-use is suspected, note the considerations below and what decisions have been taken with regard to reporting concerns to the Insolvency Service.  Consider if the company also had a BBL, were the CBIL funds used in part to repay this loan as required? |  |
| **Coronavirus Job Retention Scheme (support for employees on furlough)** | If the company utilised this Scheme and it was used for purposes other than paying employees on furlough, or claiming support for employees who continued to work contrary to the terms and conditions of the scheme and mis-use is suspected, note the considerations below.  Any suspected fraud in relation to HMRC-administered coronavirus relief schemes (such as the Job Retention Scheme) should be reported directly to HMRC via:  [www.gov.uk/government/organisations/hm-revenue-customs/contact/report-fraud-to-hmrc](http://www.gov.uk/government/organisations/hm-revenue-customs/contact/report-fraud-to-hmrc)  Also, appropriate ***Suspicious Activity Reports*** to the National Crime Agency (NCA), should be submitted in order to comply with anti-money laundering requirements, where you are aware, or have any suspicions, of any criminal activity resulting in the company being in possession of proceeds of crime. |  |
| **Small Business Grant Fund** | If the company obtained any grants of this nature, consider whether there has been any apparent mis-use of these funds. |  |
| **Retail, Hospitality and Leisure Grant Fund** | If the company obtained any grants of this nature, consider whether there has been any apparent mis-use of these funds. |  |
| **Local Authority Discretionary Grants Fund** | If the company obtained any grants of this nature, consider whether there has been any apparent mis-use of these funds. |  |
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| **Review completed by (Name)** |  | |
| **Date** |  | |