

2.17B

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company Agricultural Travel Bureau Limited	Company number 01006704
In the Leeds District Registry (full name of court)	Court case number 2072 of 2010

(a) Insert full name(s) and address(es) of administrator(s)

I
Keith Marshall
RSM Tenon Recovery
Europarc Innovation Centre
Innovation Way
Grimsby
DN37 9TT

and

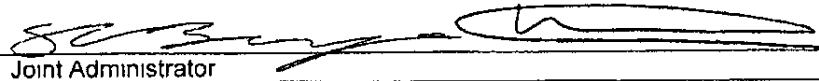
I
Sarah Louise Burge
RSM Tenon Recovery
Europarc Innovation Centre
Innovation Way
Grimsby
DN37 9TT

*Delete as applicable

attach a copy of my proposals in respect of the administration of the above company

A copy of these proposals was sent to all known creditors on 7 December 2010

Signed


Joint Administrator

Dated

7/12/10

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form
The cc will be publ

Laura Baxter
RSM Tenon Recovery
Europarc Innovation Centre
Innovation Way

by
9TT

umber

01472 500 360
DX Exchange

A38

AOOQ6QMU

08/01/2011

360

COMPANIES HOUSE

A07

21/12/2010

301

COMPANIES HOUSE

you have completed and signed this form, please send it to the
rar of Companies at -
anies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

SATURDAY

Col

Private and Confidential

TO ALL KNOWN CREDITORS

TUESDAY

A07

21/12/2010
COMPANIES HOUSE

300

RSM Tenon Recovery
Europarc Innovation Centre Innovation Way
Grimsby Lincolnshire DN37 9TT
T +44 (0) 1472 500360
F +44 (0) 1472 500361
www.rsmtenon.com

Our ref KM/RL/AJA/LB/3
Your ref
6 December 2010

When telephoning or emailing please contact Laura Baxter on 01472 500360 or laura.baxter@rsmtenon.com

Dear Sir

Agricultural Travel Bureau Limited t/a Barfield Travel & Tours, Agritravel & Barfield Business Travel - In Administration ("the Company")

This report to creditors and the proposals enclosed, together set out the information required by and to discharge the Joint Administrators' duty pursuant to Paragraph 49 of Schedule B1 of the Insolvency Act 1986 ("the Act") and Rule 2.33(1) and (2) of the Insolvency Rules 1986 (as amended) ("the Rules")

1. Statutory Details

Attached as **Appendix I** are the statutory details of the Company and information regarding the appointment of the Joint Administrators

2 Circumstances leading to the appointment of Joint Administrators

The Company was incorporated on 1 April 1971 and carries on business as a travel agency and tour operator. The Company has total issued capital of £20,000. Mr David Anthony Drake owns 80% with 20% owned by Mrs Gillian Lewis. Mr Drake is sole director of the Company. However, a second director, Carolyn Cree resigned in July 2010.

The Company trades as three different divisions

- The business travel agency was known as Barfield Business Travel ("BBT")
- The agricultural tours business was known as Agricultural Travel Bureau or Agritravel, and
- The travel agency was known as Barfield Travel,

BBT organised flights, train tickets, visas and accommodation for business travellers. BBT recently joined the Advantage group which enabled them to compete with larger operators.

Agritravel was established in 1958 to specialise in providing agricultural based tours in the UK and abroad. Agritravel and Barfield Business Travel both operated from leasehold premises at 14 Chain Lane, Newark. The Company is subject to a 10 year lease commencing in 2008.

Barfield Travel is situated at 16-18 Middlegate, Newark and also includes an unoccupied first floor flat. The travel agency provided domestic holidays, travel and accommodation arrangements to members of the public.

The Company also owns an investment freehold property known as Hill Farm, Doddington Lane, Dry Doddington, Lincolnshire which is subject to an assured shorthold tenancy agreement.

Recovery and Insolvency services are provided through RSM Tenon Limited and our Insolvency Practitioners are authorised to act in this capacity by their individual licensing bodies. RSM Tenon Limited is a subsidiary of RSM Tenon Group PLC. Directors and staff acting as Administrative Receivers and Administrators act as agents of the company over which they are appointed and contract without personal liability.

RSM Tenon Limited is an independent member firm of RSM International, an affiliation of independent accounting and consulting firms. RSM International is the name given to a network of independent accounting and consulting firms each of which practices in its own right. RSM International does not exist in any jurisdiction as a separate legal entity.

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The statutory accounts for the year ending 31 October 2008 reported turnover of £4,318,222 and profit after tax of £4,601

By 2009, the Company's statutory accounts showed that turnover had fallen to £3,223,126 and incurred a loss of £135,085. In order to address these losses, Mr Drake instructed an independent business review of the Company in April 2010. Unfortunately, the loss of turnover suffered due to the effects of the economic downturn resulted in cash flow pressure and it became increasingly difficult for the Company to operate within borrowing facility limits.

Mr Drake first met with representatives of RSM Tenon Recovery on 23 September 2010, to discuss the Company's financial position and the options available. Mr Drake and representatives of RSM Tenon Recovery communicated on numerous occasions following this meeting in order to establish the best outcome for creditors.

On 15 October 2010, Keith Marshall and Sarah Louise Burge of RSM Tenon Recovery were appointed as Joint Administrators pursuant to Paragraph 12(1)(b) of Schedule B1 of the Act. The appointment provided that any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators acting jointly or alone.

2.1. Summary of recent performance

A summary of the recent trading position is shown below

	Management Accounts for the 4 months ended 28 February 2010 £	Unaudited Financial Statements for the year ended 31 October 2009 £	Unaudited Financial Statements for the year ended 31 October 2008 £
Turnover	1,139,028	3,223,126	4,318,222
Cost of Sales	(995,380)	(2,895,352)	(3,837,103)
Gross Profit	143,648	327,774	481,119
<i>Gross Profit %</i>	13%	10%	11%
Overheads	(149,014)	(458,693)	(462,208)
Other Operating Income	1,890	7,850	5,832
Operating (Loss)/Profit	(3,476)	(123,069)	24,743
Interest and Tax	-	(12,016)	20,142
Net Profit / (Loss) after Tax	<u>(3,476)</u>	<u>(135,085)</u>	<u>4,601</u>

It should be noted that the management accounts have not been verified for accuracy and therefore may not reflect the business' true trading position.

3 Objectives of administration and strategy for achievement by the Joint Administrators

The objective of the Administration process is to -

- (a) rescue the company as a going concern, or
- (b) achieve a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in Administration), or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors

The first objective for the Administration could not be met. Without an immediate injection of additional funding the Company could not be rescued as a going concern, no such funding was available.

The strategy for the Administration is therefore to achieve objective (b), a better result for the Company's creditors than would be achieved should the Company be wound up.

4 Management of Business by the Joint Administrators following appointment

Following the appointment of Joint Administrators on 15 October 2010, most employees were immediately made redundant. Five of the Company's staff were retained for one week to assist my team in collecting the relevant information required by the Joint Administrators.

Information about the Company was produced by the Joint Administrators and sent to a list of potential interested parties. However, no viable offers were received.

All customers and the appropriate travel operators who had future travel arrangements with all three businesses were contacted immediately upon appointment. The Joint Administrators also consulted with ABTA, ATOL and IATA in respect of the future travel arrangements both in the days before Administration and upon appointment.

The Joint Administrators have instructed property agents, GVA Grimley, to market the Company's two freehold properties and to ensure that the insurance requirements are adhered to. Hill Farm is currently occupied by a tenant who has been formally advised of the Administration.

The Joint Administrators have also instructed solicitors, Eversheds, to deal with all legal matters arising in the Administration namely the review of data protection, ABTA, ATOL and IATA matters and the property lease which the Company had entered into.

5 Statement of Affairs and Estimated Outcome Statement

Compilation and submission of the Statement of Affairs is the responsibility of the directors. One has been requested to be submitted to me by 2 November 2010. As yet a Statement of Affairs has not yet been produced, accordingly for the purposes of this report attached at **Appendix II** is an estimated outcome statement along with explanatory notes prepared by the Joint Administrators. A list of creditors is also attached which has been produced by the Joint Administrators from the Company's records.

6 Creditors

As mentioned at paragraph 5, a list of creditors is attached at **Appendix II**. The amounts shown are based on the Company's records as at the date of Administration. I have attached a proof of debt form to be completed by all creditors of the Company which should be returned to Laura Baxter at RSM Tenon Recovery, Europarc Innovation Centre, Innovation Way, Grimsby, DN37 9TT. Such claims will be quantified and agreed by a Liquidator in due course.

6.1 Barclays Bank Plc – It is currently estimated that the bank are owed approximately £402,000. This includes the Company's overdraft at the date of the appointment, two loans, the liability of the bank in respect of the IATA bond and an estimate for customer credit card charge backs.

The Bank also has security over two flats at 38 Victoria Street, Newark, which are owned by a related company, Trentmanor Limited. At this stage, it is not expected that the Bank will need to rely on this security to be repaid in full.

6.2 Preferential Creditors – This relates to holiday pay and arrears of wages due to the Company's employees, and is currently calculated as £12,000. It has recently come to our attention that the Company director, Mr Drake, may have a subrogated preferential claim in respect of wages he paid to employees personally. We are awaiting further details of his claim so that legal advice can be obtained in terms of its validity and priority status.

6.3 Unsecured Creditors – This includes contingent and estimated claims based on the Company's books and records. It also includes an estimated claim from ABTA in respect of claims made to them by tour operators.

7. Proposed Exit Route of Administration

It is proposed that the Administration will end with the Company being placed into Creditors Voluntary Liquidation ("CVL") pursuant to paragraph 83 of schedule B1 to the Act.

The proposals also allow for the Company to be dissolved if Creditors Voluntary Liquidation is not available.

Enclosed with this report are the Joint Administrators proposals, which include at proposal (c) that, Keith Marshall and Sarah Louise Burge be the proposed liquidators of the Company.

If the Joint Administrators consider it appropriate to exit into a CVL, then pursuant to paragraph 83(7) of Schedule B1 to the Act and rule 2.117(3) of the Rules, the creditors may nominate a different person(s) as the proposed liquidator(s) provided that the nomination(s) is made after the receipt of the proposals but before the proposals are approved.

8. Joint Administrators' Receipts and Payments Account

Attached at **Appendix III** is a summary of the Joint Administrators' Receipts and Payments account to the date of this report. There have been realisations totalling £23,073 in respect of the Company's book debts and sundry receipts. Wages in the sum of £930 have been paid to the five employees who were retained to assist the Joint Administrators in the initial period following the Administration.

9. Joint Administrators' Proposals

Pursuant to Paragraph 49 of Schedule B1 of the Act, enclosed with this report are the Joint Administrators' proposals for achieving the purpose of the Administration as set out in Section 3 of this report.

10. The Prescribed Part

A debenture was granted in favour of Barclays Bank PLC on 16 March 2007, since this charge follows the commencement of the provisions of Section 176A of the Act, the Joint Administrators are required to set aside a "Prescribed Part" fund specially for unsecured creditors should the floating charge be relied on. The prescribed part will be calculated at 50% up to £10,000 and 20% of the property that exceeds this amount.

It is likely that the prescribed part calculation will not be applicable because they should not need to rely on the floating charge element of their claim.

11. Pre Appointment Costs

We have incurred time costs totalling £31,750 prior to our appointment, allocated as follows:

- £15,235 in determining that it was reasonably likely that the purpose of the Administration would be achieved and to enable the Joint Administrators to complete the required statement on Form 2.2B. This also included establishing and implementing the strategy of the Administration, such as reconstructing the debtors ledger and identifying which customers would be effected by Administration,
- £6,597 in liaising with the Company's directors, shareholders and chargeholders,
- £6,147 in liaising with third parties such as ABTA, ATOL, IATA and Eversheds on the impact of Administration,
- £2,908 in dealing with other pre-appointment matters, and
- £864 in dealing with the filing of necessary documentation in court.

The above costs have not yet been paid. Accordingly, it is proposed that a pre-appointment fee of £31,750 plus VAT be charged as a direct cost of the Administration in addition to the fees mentioned below.

12. Joint Administrators' Remuneration

The Joint Administrators are proposing that they should be remunerated by reference to time properly spent by them and their staff in attending to the matters arising from the Administration of the Company pursuant to rule 2.106(2)(b) of the Rules. The Joint Administrators will be seeking agreement for such remuneration from the Creditors' Committee or, in the event that such a committee is not formed, from the creditors at the forthcoming meeting by way of formal resolution.

Included within this report, at **Appendix IV** is a schedule of time costs to date and supporting information as required by Statement of Insolvency Practice number 9. The Joint Administrators have time costs to date of £72,758.50.

Please go to www.rsmtenon.com/creditorsguides should you require further information relating to Joint Administrator's remuneration, alternatively a copy is available free of charge upon request

13. Meeting of Creditors

A notice convening the first meeting of creditors is enclosed with this report. This meeting is due to be held on 23 December 2010 at 10 30am at the offices of RSM Tenon, Europarc Innovation Centre, Innovation Way, Grimsby, DN37 9TT

This meeting is to consider and approve (or otherwise) the Joint Administrators' proposals

Creditors can either attend the meeting in person or by completing the enclosed proxy form

14. Joint Administrators' Investigations

Under the insolvency legislation, the Joint Administrators have a duty to consider the conduct of those who have been directors of the Company at any time within three years preceding the Administration along with considering whether any civil proceedings should be taken. Please advise Laura Baxter at this office if there is any matter of which you believe the Joint Administrators should be aware of when considering the directors' conduct. It is stressed that this request for information forms part of my usual investigation proceedings

15. EC Regulation on Insolvency Proceedings 2000

For the following reason it is considered that the EC Regulation on Insolvency Proceedings 2000 will apply. If it does apply, these proceedings will be the main proceedings as defined in article 3 of the EC regulation

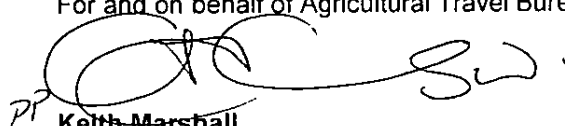
The Company's registered office was from where the Company carried on its business locally. Therefore in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom

16 Further Information

Should you require any further information, please do not hesitate to contact Annabel Allison or Laura Baxter on the telephone number shown at the head of this report

Yours faithfully

For and on behalf of Agricultural Travel Bureau Limited



Keith Marshall

Joint Administrator

Licensed in the United Kingdom to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales

Keith Marshall and Sarah Louise Burge were appointed joint administrators to manage the affairs, business and property of Agncultural Travel Bureau Limited on 15 October 2010

The joint administrators act as agents of the Company, without personal liability

Company Information

Company Name	Agricultural Travel Bureau Limited
Previous Name	Alexander Firth Limited
Company Number	01006704
Date of Incorporation	1 April 1971
Trading Address	14 Chain Lane, Newark, Nottinghamshire, NG24 1AU and 16-18 Middlegate, Newark, Nottinghamshire, NG24 1AG
Registered Office	RSM Tenon Recovery, Europarc Innovation Centre, Innovation Way, Grimsby, DN37 9TT
Former Registered Office	14 Chain Lane, Newark, Nottinghamshire, NG24 1AU
Principal Activity	Travel agency and tour operator

Appointment details

Date of Appointment	15 October 2010
Appointment made by	Director
Court Address	Leeds District Registry
Court Reference	2072 of 2010
Administrators Appointed	Keith Marshall IP Number 9745 Sarah Louise Burge IP Number 9698

Company Directors	Appointed	Resigned
Mr David Anthony Drake	Pre 05/01/1992	N/A
Mrs Carolyne Jane Cree	01/01/2002	21/07/2010

Company Secretary

Mrs Gillian Mary Lewis	Pre 05/01/1992	N/A
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Share Capital

Authorised	Allotted, called up and fully paid
20,000 ordinary shares of £1 each	20,000 ordinary shares of £1 each
Shareholders	Mr David Anthony Drake 16,000 Ordinary Mrs Gillian Mary Lewis 4,000 Ordinary

Charges

Barclays Bank Plc - A legal charge over the freehold land and buildings on 16-18 Middlegate, Newark, Nottinghamshire dated 23 February 2007 and registered at Companies House on 27 February 2007 creating a charge securing all monies due or to become due from the Company to the Chargee on any account whatsoever

Barclays Bank Plc - A debenture over the undertaking and all property and assets present and future created 16 March 2007 and registered at Companies House on 24 March 2007 secured on all monies due or to become due from the Company to the charge on any account whatsoever

Barclays Bank Plc - A legal charge over the freehold land and buildings on Hill Farm, Dry Doddington, Lincolnshire dated 18 October 2007 and registered at Companies House on 30 October 2007 creating a charge securing all monies due or to become due from the Company to the Chargee on any account whatsoever

Appendix II
Estimated Outcome Statement
And List of Creditors

Agricultural Travel Bureau Limited - In Administration
Estimated Outcome Statement as at 2 November 2010

	Book Value	Best Case	Worst Case
Fixed Charge Assets			
Freehold property at Hill Farm, Dry Doddington	607,470 1	350,000	300,000
Freehold property at 16-18 Middlegate, Newark	400,000 1	250,000	225,000
IATA debtors held on trust	41,000 2	32,800	20,500
Goodwill	Nil 3	10,000	Nil
Total assets available to Barclays Bank Plc		642,800	545,500
Less amount due to Barclays Bank Plc	(402,000)	(402,000)	(402,000)
Less administrators' fees and expenses attributable to fixed charge		(30,600)	(31,213)
Less agents fees and expenses		(21,700)	(21,700)
Less legal fees & expenses		(19,800)	(19,800)
Total costs / liabilities attributable to fixed charge realisations		(474,100)	(474,713)
Surplus to carry down from fixed charge		168,700	70,788
Trust monies			
Other debtors held on trust	19,000 4	15,200	9,500
Less amount due to suppliers held on trust		(19,000)	(19,000)
Estimated shortfall to trust suppliers c/d to unsecured creditors		(3,800)	(9,500)
General assets			
Surplus b/d from fixed charge		168,700	70,788
Fixtures and fittings	31,593 5	Nil	Nil
Office furniture & equipment	2,446 5	1,000	Nil
Debtors	51 000 6	28,000	17,500
Total assets available		197,700	88,288
Less realisation costs and expenses		(8,590)	(13,090)
Less administrators' fees and expenses		(89,250)	(98,788)
Less legal fees & expenses		(4,000)	(4,000)
Less corporation tax on capital gains		(50,000)	(30,000)
Total costs attributable to floating charge realisations		(151,840)	(145,878)
Surplus / (deficit) available to preferential creditors		45,860	(57,590)
Preferential creditors - employee claims for HP & AP		(12 000)	(12,000)
Surplus available to unsecured creditors		33,860	(69,590)
Unsecured Creditors			
Shortfall b/d to trust creditors		(3,800)	(9,500)
Trade and expense creditors		(320 000)	(400,000)
Estimated claim of HM Revenue & Customs		(22,000)	(30,000)
Landlord - 14 Chain Lane, Newark	7	(9,000)	(21,000)
Employee claims for RP & NP		(55,000)	(65,000)
Contingent claims re ABTA		(30 000)	(50,000)
Operating lease creditors		(8,500)	(10,000)
Shortfall to unsecured creditors		(414,440)	(655,090)
Estimated outcome to all creditors / shareholders			
Dividend to Barclays Bank Plc		100p in £	100p in £
Dividend to preferential creditors		100p in £	Nil
Dividend to unsecured creditors		8p in £	Nil
Return to shareholders		Nil	Nil

Agricultural Travel Bureau Limited - In Administration
Notes to Estimated Outcome Statement

- 1 The Properties have been independently valued by GVA Grimley and estimated to realise values are based on vacant possession. Best case scenario estimates a 6 month marketing period
- 2 A bad debt provision of 20% and 50% has been applied to the best and worst case scenarios respectively to allow for uncollectable amounts. Such monies are held on trust for the Bank as it is anticipated that they will be called upon under the IATA guarantee they provided on behalf of the Company
- 3 This is an estimate of a potential realisation for the Company's goodwill, however it should be noted that no offers have been received to date for the business despite marketing efforts
- 4 A bad debt provision of 20% and 50% has been applied to the best and worst case scenarios respectively to allow for uncollectable amounts
- 5 The fixtures and fittings along with plant and machinery have been independently valued by GVA Grimley who consider the fixtures and fittings have no realisable value and the office furniture and equipment of limited value
- 6 A specific provision of £16,000 has been applied to allow for known bad / doubtful debts and credit notes due. A further general provision of 20% and 50% has been applied to the best and worst case scenarios respectively
- 7 The lease for the Company's trading premises has 29 months remaining. Worst case assumes the property remains unoccupied for the full term, best case assumes 12 months future rent

RSM Tenon Recovery
Agricultural Travel Bureau Limited
B - Company Creditors

Key	Name	Address	£
CA00	AVIS Rent a Car Limited	AVIS House, Park Road, Bracknell, Berkshire, RG12 2EW	125 10
CA01	Allander Travel	Unit 19 Clobberfield, Mlmgavie, Glasgow, G62 7LN	1,225 00
CA02	Antolian Sky Holidays	Antolian House, 81 Warwick Road, Solihull, West Midlands, B92 7HP	2,992 76
CA03	Apple / Holiday Extras	Newingreen, Hythe, Kent, CT21 4JF	205 49
CA04	Applebys Coaches	Main Street, Conisholme, Louth, Lincolnshire, LN11 7LT	219 74
CA05	ASA Ladywell Coaches	200 Sir Harry Lauder Road, Edinburgh, EH15 2QA	0 00
CA06	American Airlines	4333 Amon Carter Boulevard, MD 5675, Fortworth, Texas 76155, USA	0 00
CA07	Allseven24 Limited	1 Lovel Cottages, Woodside Road, Woodside, Windsor, SL4 2DS	0 00
CA08	Advantage Partnership	21 Provost Street, London, N1 7NH	0 00
CB00	Barclays Bank Plc	Customer Services, Leicester, LE87 2BB	140 00
CB01	British Telecom plc	Dept W, Durham TE, Providence Row, Durham, DH1 1RR	759 27
CB02	Barcelo Edinburgh Carlton Hotel	North Bridge, Edinburgh, EH1 1SD	1,680 00
CB03	Best Western Linton Lodge Hotel	11-13 Linton Road, Oxford, OX2 6UJ	0 00
CB04	BRITISH GAS BUSINESS	MILLSTREAM, MAIDENHEAD ROAD, WINDSOR, BERKSHIRE, SL4 5GD	599 70
CB05	Blenheim Palace Visitors Partnership	Estate Offices, Blenheim Palace, Woodstock, Oxon, OX20 1PP	259 20
CB06	Butlins	Skyline Limited, Call Centre, 1 Park Lane, Hemel Hempstead, Hertfordshire, HP2 4YL	1,236 64
CB07	Barclaycard Merchant Services	(Dept CSD) Northampton, NN4 7SG	0 00
CB08	Beechdean Farms	North Dean, High Wycombe, Buckinghamshire, HP14 4NQ	0 00
CB09	Billesley Manor Hotel	Nr Stratford Upon Avon, Warwickshire, B49 6NF	0 00
CB0A	Barcelo Oxford	Godstow Road, Oxford, OX2 8AL	0 00
CB0B	British Airways	Waterside, PO Box 365, Harmondsworth, West Drayton, UB7 0GB	0 00
CB0C	BCP Airport Car Parking		0 00
CB0D	British Midland Airways Limited	Donington Hall, Castle Donington, Derby, DE74 2SB	0 00
CB0E	British Rail Limited	One Kemble Street, London, WC2B 4AN	0 00
CB0F	BMI Baby	PO Box 737, Castle Donington, Derby, DE74 2XP	0 00
CB0G	BOSS	750 Software Limited, Suite 6, 37 Bury Mead Road, Hitchin, SG5 1RT	0 00
CB0H	Mr Barker	2 Vicarage Court, Sleaford Road, Coddington, Nottinghamshire	1,151 50
CC00	The Cambridge Belfry Hotel	Cambourne, Cambridge, CB23 6BW	1,740 00
CC01	The Caledonian Hotel	Oban, Argyll, PA34 5RT	1,010 00
CC02	CIBT ZVS UK Limited	Lower Ground Floor, Parnell House, 25 Wilton Road, Victoria, London, SW1V 1LW	2,273 44
CC03	Coventry Cathedral	Youell House, 1 Hilltop, Coventry, CV1 5AB	152 00
CC04	Cygnat Potato Breeders Limited	Blairfield Farm, Minthorpe, Kinross, KY13 0SG	0 00

Signature _____

RSM Tenon Recovery
Agricultural Travel Bureau Limited
B - Company Creditors

Key	Name	Address	£
CC05	Millenium & Copthorne Hotels Plc	Victoria House, Victoria Way, Horley, Surrey, RH6 7AF	2,437 55
CC06	Canterbury Travel	42 High Street, Northwood, Middlesex, HA6 1BL	3,935 94
CC07	Chase Travel	City Junction Business Park, North Cross, Malahide Road, Dublin 17, Ireland	112 00
CC08	Classic Collection	Saxon House, Little High Street, Worthing, West Sussex, BN11 1DH	8,223 43
CC09	Cosmos Holidays	Dale House, Tivot Dale, Stockport, Cheshire, SK1 1TB	769 96
CC0A	Cover More	Level 3, 31 Springfield Road, Chelmsford, Essex	418 43
CC0B	Cunard Line	Carnival House, 100 Harbour Parade, Southampton, Hampshire, SO15 1ST	3,469 12
CC0C	Carnival (UK) Limited	Webber House, 26-28 Market Street, Altrincham, Cheshire, WA14 1PF	0 00
CC0E	Carolyne Cree	2 Holly Cottage, Main Street, Cromwell, Newark, Nottinghamshire, NG23 6JE	0 00
CC0F	Stephen Chad		0 00
CC0H	Chesford Grange Hotel	Leamington Road, Kenilworth, Nr Warwick, CV8 2LD	0 00
CC0I	Cyprus Airways Plc	Unit 5 The Exchange, Brent Cross Gardens, London, NW4 3RJ	2,718 45
CC0J	Clean Rivers Trust	72 Appletongate, Newark, Nottinghamshire, NG24 1LR	0 00
CD00	Drayton Legal Recoveries	PO Box 652, East Grinstead, RH19 1XE	0 00
CD01	Mr Douglas Dow	Tophead Farm & Loak Farm, Stanley, Perthshire, PH1 4PT	0 00
CD02	Drumossie Hotel	Old Perth Road, Inverness, IV2 5BE	1,110 00
CD03	Disney Land - Paris	Guest Communication, BP 100, 77777 Marne-la-Vallee Cedex 4, France	4,483 65
CD04	Mr & Mrs Dewes	Woodbrig House Farm, Coventry Road, Lutterworth, LE17 4JE	2,374 00
CD05	Doyle Hotels (UK) Limited	47 Welbeck Street, London, W1G 8DN	0 00
CE00	E ON Energy Limited	Customer Services, PO Box 2010, NG1 9GQ	0 00
CE01	English Heritage	PO Box 3568, Swindon, SN2 9ET	199 33
CE02	Exclusively Hotels	2nd Floor, Bishopview House, 98 Great North Road, London, N2 0NL	102 00
CE03	Easyjet	Hanger 89, London Luton Airport, Luton, Bedfordshire, LU2 9PF	0 00
CE04	John Entwistle	38 Clarence Street, Farnworth, Bolton, BL4 7RF	0 00
CE05	Evolvi Rail Systems Limited	Templegate House, 115-123 High Street, Orpington, Kent, BR6 OLG	137 10
CE06	European Rail	The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG	0 00
CE07	Eurostar	C/O Mondial Assistance (UK) Limited, Mondial House, 102 George Street, Croyden, Surrey, CR9 6HD	0 00
CF01	Cotswold Four Pillars Limited	Oiney House, Ducklington Lane, Witney, Oxfordshire, OX28 4EX	1,486 00
CF02	French Life Holidays Limited	27 Hednesford Street, Cannock, WS11 1DJ	0 00
CF03	Falcons Hotels Limited	Kirkland House, 11-15 Peterborough Road, Harrow, Middlesex, HA1 2AX	0 00
CF04	Ian Fordyce		0 00

Signature _____

RSM Tenon Recovery
Agricultural Travel Bureau Limited
B - Company Creditors

Key	Name	Address	£
CF05	Best Western Falstaff Hotel	16-20 Warwick New Road, Leamington Spa, CV32 5JQ	0 00
CF06	Flybe	Customer Call Centre, Jack Walker House, Exeter International Airport, Devon, EX5 2HL	0 00
CG00	Gold Medal	The Trident Centre Ribble Docklands, Preston, Lancashire, PR2 2QG	7,278 29
CG01	Great Rail Journeys Limited	Saviour House, 9 St Saviourgate, York, YO1 8NL	5,557 86
CG02	Mrs Gardner	14 Station Road, Fowey, Cornwall, PL23 1DF	1,187 00
CG03	Galleon Travel	Temple Bank, River Way, Harlow, Essex, CM20 2DY	0 00
CG04	German Wings		0 00
CG05	Gallileo by Travelport	Axis One, Axis Park, 10 Hurricane Way, Langley, SL3 8AG	0 00
CH00	Hodson Coaches	C/o Bridge McFarland Solicitors, 19 South St Mary's Gate, Grimsby, DN31 1JE	16,124 57
CH01	Hestercombe Gardens Limited	Hestercombe Gardens, Cheddon Fitzpaine, Taunton, TA2 8LG	136 50
CH02	Historic Scotland	Finance Unit (Accounts), Longmore House, Salisbury Place, Edinburgh, EH9 1SH	81 00
CH04	Holiday Inn	Thorpe Wood, Peterborough, Cambridgeshire, PE3 6SG	1,633 92
CH05	Harry Shaw	Mill House, Mill Lane, Binley, Coventry, CV3 2DU	1,975 00
CH06	H & P Limited	PO Box 253, St Helier, Jersey, JE4 8TW, Channel Islands	511 49
CH07	Hoseasons	Spring Mill, Earby, Barnoldswick, Lancashire, BB94 0AA	321 00
CH08	Hurtigruten	3 Shortlands, London, W6 8NE	6,046 88
CH09	Holiday Autos	39 Victoria Street, London, SW1H 0EU	0 00
CH0A	HM Revenue & Customs VAT	Insolvency Operations, Queens Dock, Liverpool	0 00
CH0B	HM Revenue & Customs PAYE	Durrington Bridge House, Barrington Road, Worthing, West Sussex BN12 4SE	0 00
CH0C	Michael Hussey		0 00
CH0D	Holiday Inn - Edinburgh	10 Shirley Road, Roath Park, Cardiff, South Glamorgan, CF23 5HN	0 00
CH0E	Holiday Inn - Kenilworth	212 Abbeyend, Warwickshire	0 00
CH0F	HM Revenue & Customs	Insolvency & Seucrities, 3rd Floor Euston Tower, 286 Euston Road, London NW1 3UQ	0 00
CH0G	Hilton Hotels		0 00
CH0I	Hertz (UK)	Hertz House, 11 Vine Street, Uxbridge, Middlesex, UB8 1QE	0 00
CH0J	Holiday Extras Limited	Ashford Road, Newingreen, Hythe, Kent, CT21 4JF	0 00
CI00	Irish Ferries	Credit Control Department, PO Box 19, Ferryport, Alexandra Road, Dublin 1	666 00
CI01	Inghams	Gemini House, 10-18 Putney Hill, London, SW15 6AX	748 00
CI02	ITC Classics	International Travel Connections Limited, Concorde House, Canal Street, Chester, CH1 4EJ	1,240 15
CI03	Ibis Hotels	1 Shortlands, London, W6 8DR	0 00
CJ00	Janet Jeacock	11 The Hamiltions, Newmarket, Suffolk, CB8 0NF	312 55

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RSM Tenon Recovery
Agricultural Travel Bureau Limited
B - Company Creditors

Key	Name	Address	£
CJ01	Jet2	Customer Care Team, PO Box 314, Yealdon, Leeds, LS19 9DY	0 00
CJ02	JMC / Thomas Cook	Unit 17, Coningsby Road, Peterborough, Cambridgeshire, PE3 8SB	5,048 84
CJ03	JTA Travel	227 Church Road, Yardley, Birmingham, B25 8UR	12,290 72
CJ04	Jurys Hotels	1 / 11 Fisherwick Place, Belfast	0 00
CJ05	JMP Shopfittings Limited	Brunel Drive, Northern Road Industrial Estate, Newark, Nottinghamshire, NG24 2EG	0 00
CK00	Kingston Hill Farm Limited	Kingston Hill Farm, Kingston Bagpuize, Oxon, OX13 5HY	235 00
CK01	Carol Kennedy	27 Niall Close, Edgbaston, Birmingham, B15 3LU	940 00
CK02	Kuoni Travel	Deedene Avenue, Dorking, Surrey, RH4 4AZ	12,923 77
CK03	Mr & Mrs Knight	Ives Farm Bungalow, Forest Green, Dorking, Surrey, RH5 5SB	2,374 00
CK04	Mr S Keeping	Manor Park, Barnes Lane, Milford on Sea, Nr Lymington, Hants, SO41 0RR	1,371 28
CK05	Armin Kuehn		0 00
CK06	KLM Royal Dutch Air	Plesman House, 2A Cains Lane, Bedford, TW14 9RL	0 00
CL00	Landsman Publishing Limited	Buckhouse Farm, Northleigh, Colyton, Devon, EX24 6DA	258 50
CL01	Leger Holidays	Sunway House, Canklow Gardens, Rotherham, S60 2XR	4,570 86
CM00	Major D Walter	The Garden House, Balthycok, Perth, PH2 7LG	0 00
CM01	Mercury Direct	The Hill, Cranbrook, Kent, TN17 3ST	4,195 00
CM02	My Travel Tour Operations	The Thomas Cook Business Park, Coningsby Road, Peterborough, Cambridgeshire, PE3 8SB	0 00
CM03	Martim Grand Hotel		0 00
CM04	Marriott Hotels Limited	Peterborough Business Park, Lynchwood, Peterborough, PE2 6GB	0 00
CM05	Monarch Airlines	Prospect House, Prospect Way, London Luton Airport, Luton, Bedfordshire, LU2 9NU	0 00
CN00	Jacqueline Noy	Chipping Hall, Chipping, Buntingford, Herts, SG9 0PH	544 00
CN01	Norwegian Cruise Line	Horatio House, 77-85 Fulham Palace Road, Hammersmith, London, W6 8JA	3,025 58
CN02	Mr & Mrs Nicholson	Bracondale Farm, Old Yarmouth Road, Sutton, Norwich, NR12 9QH	2,374 00
CN03	NTL Limited	160 Great Portland Street, London, W1W 5QA	0 00
CN04	Mr D Nickols		0 00
CN05	Newark & Sherwood District Council	Business Rates Section, Kelham Hall, Kelham, Newark, NG23 5QX	4,554 00
CO00	Octopus / Travelcube	Interaction Worldwide Limited, 1 Torrington Park, North Finchley, London, N12 9TB	2,857 14
CO01	Odyssey / Olympic Holidays	C/o International Worldwide Limited, 1 Torrington Park, North Finchley, London, N12 9TB	3,593 42
CO02	The Organic Farm Shop	Abbey Home Farm, Cirencester, GL7 5HF	649 12
CP00	Peterborough Marriott	Peterborough Business Park, Lynch Wood, Peterborough, PE2 6GB	11,580 00
CP01	P&O Ferries Holdings Limited	Tourist Accounts Receivable, PO Box 281, Dover, Kent	262 24

Signature _____

RSM Tenon Recovery
Agricultural Travel Bureau Limited
B - Company Creditors

Key	Name	Address	£
CP02	Photostatic Copiers (East) & Co	6 Glenholm Park, Brunel Drive, Newark, Notts, NG24 2EG	12 30
CP03	P & O Cruises	Carnival House, 100 Harbour Parade, Southampton, SO15 1ST	12,360 48
CP04	Princess Cruises	Carnival House, 100 Harbour Parade, Southampton, SO15 1ST	3,632 14
CP05	Premier Holiday	Westbrook, Milton Road, Cambridge, CB4 1YG	0 00
CP06	Pitney Bowes Limited	PO Box 42, Harlow, Essex, CM19 5DQ	0 00
CP07	Paradores Hotels		0 00
CQ00	Mr S Quan		0 00
CQ01	QMS	QMS Muspole, Muspole Court, Muspole Street, Norwich, Norfolk, NR3 1DJ	0 00
CR00	Reed Business Information Limited	Credit Services, Wellesley Road, Sutton, Surrey, SM2 5NP	2,904 60
CR01	Royal Caribbean International	Building 2, Aviator Park, Station Road, Adlestone, Surrey, KT15 2PG	15,612 64
CR02	Rail Europe Limited	34 Tower View, Kings Hill, West Malling, Kent, ME19 4ED	540 09
CR03	ResortHoppa - via email only	admin@resorthoppa.com, or customerservice@resorthoppa.com	24 60
CR04	Regent Holidays	Mezzanine Suite, Froomsgate House, Rupert Street, Bristol, BS1 2QJ	7,609 00
CR05	Mr & Mrs Randall	Hyde Farm, Marlow Road, Maidenhead, SL6 6PQ	2,374 00
CR06	Ramada Hotel Warwick	Quest Avon, Chesford Bridge, Kenilworth, Warwickshire, CV8 2LN	0 00
CR07	Ryan Air	Customer Services, PO Box 11451, Swords, County Dublin, Ireland	0 00
CR08	Radisson Blu Astrid Hotel		0 00
CR09	Mr Ryder-Large	3 Philbeach Gardens, London, SWJ 9DY	281 40
CR0A	RSP Rail Travel Account	Atos Origin IT Services (UK) Limited, Technology Drive, Beeston Business Park, Beeston, Nottingham, NG9 2ND	0 00
CR0B	Romax Technology Limited	Rutherford House, Nottingham Science & Technology Park, Nottingham, NG7 2PZ	824 67
CS00	Mr Gordon Smith	19 Windsor Road, Newark, Nottinghamshire, NG24 4HS	31 06
CS01	Seasons in Style	Lake Side, St Davids Park, Nr Chester, CH5 3YE	2,491 11
CS02	Superbreak	Eboracum Way, York, YO31 7RE	500 16
CS03	Shearings Holidays	Miry Lane, Wigan, WN3 4AG	2,603 67
CS04	Sunspot Tours Limited		0 00
CS05	Mrs Sims	Kettlewells Farm, Hogg End Lane, St Albans, Herts, AL3 6RG	1,187 00
CS06	Sulis Guides	79 Dovers Park, Bathford, Bath, BA1 7UD	220 00
CS07	Stoneleigh Park Lodge Hotel		0 00
CS08	Sheraton		0 00
CS09	Shakespeare Birthplace Trust	The Shakespeare Centre, Henley Street, Stratford Upon Avon, CV37 6QW	331 50
CS0A	Mr Phil Spokes	1 Lovel Cottages, Woodside Road, Woodside, Windsor, SL4 2DS	691 94

Signature _____

RSM Tenon Recovery
Agricultural Travel Bureau Limited
B - Company Creditors

Key	Name	Address	£
CS0B	Siga - Build Limited	Counton Cottage, Amen Corner, Counton, Newark, Notts, NG23 6AP	0 00
CS0C	Staceys Coaches	Unit 3 Millrace Road, Willowholme, Carlisle, CA2 5RS	458 75
CS0D	SGS United Kingdom Limited	859 London Road, West Thurrock, Essex, RM20 3LG	271 67
CT00	The National Trust	Bodnant Garden, Tal Y Cafn, Nr Colwyn Bay, Conwy, LL28 5RE	68 50
CT01	Telford Golf & Country Club	Great Hay Drive, Sutton Heights, Telford, TF7 4DT	28,640 10
CT02	Mr J Thompson		0 00
CT04	Turnstone Farming Company Limited	Greenfield Farm, Stow on the Wold, Gloucestershire, GL54 1EJ	235 00
CT05	Kay Thorpe	3 Church Walk, Thurlaston, Rugby, Warwickshire, CV23 9JX	110 00
CT06	Travelport	Axis One, Axis Park, 10 Hurricane Way, Langley, Berks, SL3 8AG	313 74
CT07	The National Trust	Credit Control, PO Box 3297, Trowbridge, Wiltshire, BA14 0ZT	371 39
CT08	The Castle of Brecon Hotel	Castle Square, Brecon, Powys, LD3 9DB	2,535 00
CT09	Trans-Executives Limited	PO Box 57646, London, NW7 0FB	1,667 00
CT0A	The Royal Hotel	Manvers Street, Bath, Avon, BA1 1JP	3,473 00
CT0B	Titan HiTours	Crossoak Lane, Salfords, RH1 5EX	2,620 11
CT0C	Tui UK (Thomsons)	Columbus House, Westwood Business Park, Westwood Way, Coventry, CV4 8TT	26,523 36
CT0D	Travel 2	Glendale House, Glendale Business Park, Glendale Avenue, Sandycroft, Deeside, CH5 2DL	0 00
CT0E	Traveltek Limited	37 - 39 Hawbank Road, College Milton, East Kilbride, G74 5EG	0 00
CT0F	Mr & Mrs Treharne	Lodge Farm, Barn Lane, Milton Malsor, Northampton, NN7 3AB	2,374 00
CT0G	Travel Lodge Hotels		0 00
CT0H	T & T Training Solutions Limited	C/o Fisher Partners, Acre House, 11-15 William Road, London, NW1 3ER	3,525 00
CU00	University of Reading	Whiteknights, PO Box 217, Reading, RG6 6AH	77 55
CV00	Vertical Systems Limited	14 Hemmells, Landon, Basildon, Essex, SS15 6ED	600 43
CV01	Viking Direct	Office depot, Lancer House, Scudamore Road, Leicester, LE3 1UB	503 20
CV02	Virign Media Business	PO Box 4459, Worthing, BN13 1XP	0 00
CV03	Virgin Atlantic - Customer Relations	PO Box 747, Dunstable, LU6 9AH	17,596 59
CV04	Vega Coaching		0 00
CW00	Wright Vigar Limited	15 Newland, Lincoln, LN1 1XG	1,756 63
CW01	Mr & Mrs Whitfield	East Fleet Farm, Chickerell, Weymouth, DT3 4DW	2,374 00
CW02	Woburn Abbey	Bedford Office, Woburn, Milton Keynes, MK17 9PQ	547 50
CW04	Woodland Grange Hotel	Old Milverton Lane, Leamington Spa, Warwickshire, CV32 6RN	0 00
CW05	Mr J H Woods	72 Appletongate, Newar, Nottinghamshire, NG24 1LR	0 00

Signature _____

RSM Tenon Recovery
Agricultural Travel Bureau Limited
B - Company Creditors

Key	Name	Address	£
EA00	Ms Natalie Addington-Smart	September, Cross Lane, Barnby in the Willows, Newark, NG24 2SF	0 00
EB00	N Bailey	29 Maypole Road, Wellow, Newark, Nottinghamshire, NG22 0EF	0 00
EB01	Ms Jill Brown	20 Linton Close, Farndon, Newark, Nottinghamshire, NG24 4TQ	0 00
EC00	Ms Rebecca Chessor	40 Bancroft Road, Newark, Nottinghamshire, NG24 1SF	0 00
EG00	Ms Nicola Gray	47 Robert Dukeson Avenue, Newark, Nottinghamshire, NG24 2FF	0 00
EG01	Ms Sophie Greaves	111 Winthorpe Road, Newark, Nottinghamshire, NG24 2AN	0 00
EJ00	S Johnson	61 Riverside Road, Newark, Nottinghamshire, NG24 4RL	0 00
EJ01	Ms Jill Joynes	57 Bancroft Road, Newark, Nottinghamshire, NG24 1SF	0 00
EK00	L Kelham	79 Riverside Road, Newark, Nottinghamshire, NG24 4RL	0 00
EL00	Ms Gill Lewis	Prory Cottage, Gelston Road, Hough-on-Hill, Grantham, NG32 2BH	0 00
EL01	Mr John Lawrence	24 Kilverstone, Werrington, Peterborough, PE4 5DX	0 00
EM00	Ms Zoe McGuffie	41 East Avenue, Grantham, Lincolnshire, NG31 7PW	0 00
ES00	Mr Gordon Smith	19 Windsor Road, Newark, Nottinghamshire, NG24 4HS	0 00
EW00	Ms Hazel Whitehead	34 Orchard Crescent, Tuxford, Newark, Nottinghamshire, NG22 0LU	0 00
201 Entries Totalling			316,089 36

Signature _____

Appendix III

**Joint Administrators' Abstract of
Receipts and Payments**

**Agricultural Travel Bureau Limited
(In Administration)**

**Joint Administrators' Abstract Of Receipts And Payments
To 06 December 2010**

RECEIPTS	Total (£)
IATA Book Debts	12,920 07
Trust Book Debts	1,193 30
BBT Book Debts	6,549 35
Unallocated Book Debts	853 24
Agent Commissions	532 60
Sundry receipts	1,024 77
Total Receipts	<u>23,073 33</u>
PAYMENTS	
Wages & Salaries	929 66
Total Payments	<u>929 66</u>
Balance in Hand	<u>22,143 67</u>

Appendix IV

**Information relating to
Joint Administrators' Remuneration**

Office Holder Remuneration

Case Name	Agricultural Travel Bureau Limited	
Court	Leeds District Registry	
Court reference	2072 of 2010	
Office Holders	Keith Marshall	IP Number 9745
	Sarah Louise Burge	IP Number 9698
Firm	RSM Tenon Recovery	
Address	Europarc Innovation Centre Innovation Way Grimsby DN37 9TT	
Type of Appointment	Administration	
Date of Appointment	15 October 2010	

1. Overview of Case

1.1. Appointment

We were appointed Joint Administrators on 15 October 2010 following an application by the directors

1.2. Strategy

As detailed in section 3 of the main body of the report, the strategy for the administration is to achieve a better result for the Company's creditors than would be achieved should the Company be wound up

1.3. Staffing

The level of staff chosen is dependent on the nature and complexity of the assignment

1.4. Existing fee arrangements

As detailed in section 10 of the main body of the report, it is proposed that the Administrators should be remunerated by reference to time properly spent by the Administrators and their staff. The Administrators will be seeking agreement for such remuneration from creditors at the forthcoming meeting

1.5. Anticipated return to creditors

As detailed in Appendix II

2. Explanation of office-holders charging and disbursement recovery policies

2.1. Time recording

Time properly incurred on cases is charged to the assignment at the hourly rate prevailing at the time. The current hourly charge out rates are outlined below.

Grade	Rate per hour
	£
Directors / Associate Directors	290 - 355
Managers	190 - 275
Technical Staff	120 - 170
Assistants and Support Staff	95-120

2.2 Disbursement recovery

Certain costs may be incurred in relation to a case and in the first instance, paid by RSM Tenon Recovery, and then recharged to the case. The amount recharged is the exact amount incurred. Examples are statutory bond, statutory advertising, land registry searches, insurance, travel and subsistence, archiving and storage costs.

Other costs which may be charged to the case are room hire for meetings held at the offices of RSM Tenon Recovery and the cost of sending out reports to creditors, if material. The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

The current level of costs recharged are detailed below.

Disbursement	Charge
Postage – 1 st Class (circulars only, per copy and depending on size)	50p – £1.00
Postage – 2 nd Class (circulars only, per copy and depending on size)	40p – 75p
Photocopying (circulars only, per page)	15p
Faxes (incoming & outgoing, per page)	25p
Room Hire (per hour, minimum charge £25)	£25.00
Mileage (per mile)	40 - 50p

3. Description of work carried out

Section 4 of this appendix outlines the time costs to date in relation to activities undertaken during this matter. These matters can be summarised as follows

3.1. Administration and planning

The following activities have been undertaken

- > Statutory duties associated with the appointment including the filing of relevant notices,
- > Notification of the appointment to creditors, members, employees and other interested parties,
- > Setting up case files,
- > Reviewing available information to determine appropriate strategy,
- > Setting up and maintaining bank accounts,
- > Dealing with all legal matters,
- > Travel to and from the Company's premises,

Staff of different levels were involved in the above activities depending upon the experience required

3.2 Realisation of assets

- > Completion of the sale of the Company's business and assets as explained further in Appendix II,
- > Correspondence with debtors,
- > Correspondence with agents regarding the freehold property,

3.3. Creditors

The time spent includes the following matters

- > Recording and maintaining the list of creditors,
- > Dealing with employee related matters,
- > Dealing with customers and tour operators in respect of future bookings
- > Recording creditor claims
- > Reporting to creditors,
- > Dealing with creditor queries,
- > Reviewing and evaluating creditor claims,

4 Time and chargeout summary

To date a total of 355.6 hours have been spent at an average charge out rate of £204.61 bringing the total cost to date to £72,758.50

A summary table is shown below

Classification of work function	Director	Manager	Other senior professionals	Assistants & support staff	Total hours	Time Cost £	Average hourly rate £
Administration and Planning	17.7	59.2	55.9	16.7	149.5	27,736.00	185.53
Realisation of Assets	0.5	23.6	15.5	1.2	39.8	7,607.50	191.14
Creditors	13.1	119.7	27.5	6.0	166.3	37,415.00	224.98
Total	31.3	202.5	97.9	23.9	355.6	72,758.50	204.61

The above costs exclude VAT

Disbursements

Category 1 disbursements	Category 2 disbursements
	£
Travel	1,292.20
	Postage 184.00
	Photocopying 110.40
Total	1,292.20
	Total 294.40

The above costs exclude VAT